

Nru./No. 20,131  
Prezz/Price  
€6.48

# Gazzetta tal-Gvern ta' Malta

## The Malta Government Gazette

Il-Gimgha, 1 ta' Frar, 2019  
Friday, 1st February, 2019

Pubblikata b'Awtorità  
Published by Authority

### SOMMARJU – SUMMARY

Notifikazzjonijiet tal-Gvern .....	1121 - 1123
<i>Government Notices</i> .....	<i>1121 - 1123</i>
Avvizi tal-Pulizija .....	1123 - 1124
<i>Police Notices</i> .....	<i>1123 - 1124</i>
Avvizi lill-Baħħara .....	1125 - 1128
<i>Notices to Mariners</i> .....	<i>1125 - 1128</i>
Opportunitajiet ta' Impieg .....	1128 - 1221
<i>Employment Opportunities</i> .....	<i>1128 - 1221</i>
Avvizi tal-Gvern .....	1221 - 1243
<i>Notices</i> .....	<i>1221 - 1243</i>
Offerti .....	1243 - 1256
<i>Tenders</i> .....	<i>1243 - 1256</i>
Avvizi tal-Qorti .....	1256 - 1260
<i>Court Notices</i> .....	<i>1256 - 1260</i>



**NOTIFIKAZZJONIJIET TAL-GVERN****Nru. 148****PUBBLIKAZZJONI TA' ATT  
FIS-SUPPLIMENT**

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

Att Nru. I tal-2019 imsejjaħ l-Att tal-2019 li jemenda l-Att dwar l-Iżvilupp Sostenibbli.

L-1 ta' Frar, 2019

**Nru. 149****BORD GHAR-REVIŻJONI TAL-GHOTJIET**

NGHARRFU għall-informazzjoni ta' kulhadd illi l-Ministru responsabbli għall-Finanzi, fuq il-parir tas-Segretarju Permanenti tal-Ministeru għall-Familja, Drittijiet tat-Tfal u Solidarjetà Soċjali, hatar lil dawn il-persuni fuq il-Bord għar-Revizjoni tal-Ghotjiet skont l-Iskema ppubblikata fil-Gazzetta tal-Gvern tas-17 ta' April, 2018, dwar għotja ta' darba għal persuni li daħlu ufficjalment fis-Servizz Pubbliku wara s-16 ta' Jannar, 1979, u li qabel din d-data għamlu xi żmien iservu f' dipartimenti tal-Gvern iżda mhux bħala ufficjali pubbliċi.

*Chairperson*

L-Imħallef Philip Sciberras

*Membri*Is-Sur Charles Cilia  
Is-Sur Joseph Saliba*Segretarju*

Is-Sur Martin Buhagiar

L-1 ta' Frar, 2019

**Nru. 150****HATRA TA' AĠENT DIRETTUR ĠENERALI/  
REĠISTRATUR QRATI TA' GHAWDEX  
U TRIBUNALI**

IS-SEGRETARJU Permanenti fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali approva l-hatra temporanja li ġejja:

ISEM NAME	POŻIZZJONI POSITION	DIPARTIMENT DEPARTMENT	DATA DATE
Is-Sur Anthony Mizzi	Aġent Direttur Ġenerali/Reġistratur Qrati ta' Ghawdex u Tribunali <i>Acting Director General/Registrar Gozo Courts and Tribunals</i>	Qrati tal-Ġustizzja <i>Courts of Justice</i>	31.1 - 1.2.2019 both days inclusive

L-1 ta' Frar, 2019

**GOVERNMENT NOTICES****No. 148****PUBLICATION OF ACT  
IN SUPPLEMENT**

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

Act No. I of 2019 entitled the Sustainable Development (Amendment) Act, 2019.

1st February, 2019

**No. 149****GRANT REVIEW BOARD**

IT is notified for general information that the Minister for Finance, on the recommendation of the Permanent Secretary of the Ministry for the Family, Children's Rights and Social Solidarity (MFCS) has appointed these persons on the Grant Review Board to review appeals lodged under Scheme published in Government Gazette of 17th April, 2018, to provide a once-only grant to persons who before officially joining the Public Service after 16th January, 1979, had served in Government departments but not as public officers.

*Chairperson*

Judge Philip Sciberras

*Members*Mr Charles Cilia  
Mr Joseph Saliba*Secretary*

Mr Martin Buhagiar

1st February, 2019

**No. 150****APPOINTMENT OF ACTING DIRECTOR  
GENERAL/REGISTRAR GOZO COURTS  
AND TRIBUNALS**

THE Permanent Secretary in the Ministry for Justice, Culture and Local Government has approved the following acting appointment:

**Nru. 151****ATT DWAR IL-PROFESSJONI NUTARILI  
U ARKIVJI NUTARILI  
(KAP. 55)****Nomina ta' Nutar Delegat/Konservatur**

NGHARRFU b'dan illi bis-saħħa tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Revizjoni Nutarili nnominat lin-Nutar Dottor Matthew Nicholas Borg bhala Nutar delegat u konservatur tal-atti tan-Nutar Dottor Gareth Micallef u dan għall-perjodu bejn it-12 ta' Frar, 2019 u l-5 ta' Marzu, 2019.

Illum, it-30 ta' Jannar, 2019

JANET CALLEJA

*Deputat Reġistratur, Qorti tar-Revizjoni tal-Atti Nutarili*

**Nru. 152****ATT DWAR IT-TAXXA FUQ DOKUMENTI  
U TRASFERIMENTI (KAP. 364)****Avviż skont l-Artikolu 61(1)**

SKONT id-dispożizzjonijiet tal-proviso tal-artikolu 61(1) tal-Att dwar it-Taxxa fuq Dokumenti u Trasferimenti, il-Kummissarju tat-Taxxi b'dan jgħarraf lill-persuni msemmija aktar 'l isfel biex imorru fid-Dipartiment tal-Capital Transfer Duty, 46, Triq il-Merkanti, Il-Belt Valletta, sabiex jiġbru l-avviżi magħmula fuqhom.

Isem <i>Name</i>	Karta tal-Identità <i>ID Number</i>	Numru tat-Talba <i>Claim Number</i>
Buttigieg Manuel	43741G	IV 140098
Vella Raphael	511551M	IV 139312
Cachia Matthew	447984M	IV 139640
Cassar Gregory John	733058M	IV 140015
Gauci Farquhar	475485M	IV 140016
Zammit Emanuel	6184M	IV 139737
Bolous Essam	144293M	IV 139687
Miceli Jean Pierre	112977M	IV 139224
Falzon Paul Clive	45389M	IV 138398
Zammit Godfrey	512465M	IV 140031
Saliba Joseph	196755M	IV 138493
Attard Montalto Hugh	150350M	IV 138385
Azzopardi Raymond	12279G	IV 139519
Hamid Kamal Kamel	306807L	IV 139739
Pedersen Michael Steen	668586125	IV 139283
Mancini Alessandro	0084006A	IV 139643
Scollo Giovanni	889128612	IV 139311

**No. 151****NOTARIAL PROFESSION AND  
NOTARIAL ARCHIVES ACT  
(CAP. 55)****Appointment of Notary Delegate/Keeper**

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Matthew Nicholas Borg to be Notary delegate and keeper of the Acts for Notary Dr Gareth Micallef for the period between the 12th February, 2019, and the 5th March, 2019.

Today, the 30th day of January, 2019.

JANET CALLEJA

*Deputy Registrar, Court of Revision of Notarial Acts*

**No. 152****DUTY ON DOCUMENTS  
AND TRANSFERS ACT (CAP. 364)****Notice in terms of Article 61(1)**

IN terms of the proviso to article 61(1) of the Duty on Documents and Transfers Act, the Commissioner for Revenue hereby notifies the persons listed hereunder to call at the Capital Transfer Duty Department, 46, Triq il-Merkanti, Valletta, to collect the notices made on such persons.

Kantor Ashley Henri	889260208	IV 138752
Vicent Peris Joaquin	667463126	IV 139282
Debono Eric Jason	889126220	IV 140033
Parnis David Julian	888550105	IV 139444
North Delux Developments Limited	Roc No: C 75776	IV 139688
East Gate Developments Limited	Roc No: C 51140	IV 139222
D & C Investments Limited	Roc No: C 79064	IV 138912
D & C Investments Limited	Roc No: C 79064	IV 138902
D & C Investments Limited	Roc No: C 79064	IV 138904
D & C Investments Limited	Roc No: C 79064	IV 139316
Cikfred Limited	Roc No: C 17734	IV 138906
Cikfred Limited	Roc No: C 17734	IV 138900
KPJ Co. Limited	Roc No: C 56016	IV 139712
Prysm Properties Limited	Roc No: C 48492	IV 140011
Apple Properties Limited	Roc No: C 69281	IV 139661
Carmvic Chetcuti Limited	Roc No: C 13187	IV 139740
Zerafa Carmen Rose	888550934	CM 028474
Bonello Mario	132481M	CM 052553
Grech Tony	575950M	CM 052475

1st February, 2019

L-1 ta' Frar, 2019

**Nru. 153****No. 153**

**ATT DWAR IL-HADDIEMA  
D-DEHEB U L-HADDIEMA L-FIDDA  
(ARGENTIERA)  
(KAP. 46)**

**GOLDSMITHS AND  
SILVERSMITHS  
ACT  
(CAP. 46)**

IL-KUMMISSARJU tat-Taxxi Interni jgħarraf illi, fid-data li tidher hawn taħt, il-prezz tad-deheb u l-fidda li fuq 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:

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	Deheb Pur Gramma	Fidda Pura Gramma
<i>Date</i>	<i>Pure Gold Grams</i>	<i>Pure Silver Grams</i>
1.2.2019	€37.223	€0.478

L-1 ta' Frar, 2019

1st February, 2019

**AVVIŻ TAL-PULIZIJA****POLICE NOTICE****Nru. 10****No. 10**

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

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

Bis-saħħa tal-Artikolu 52(1) tal-Ordinanza dwar ir-Regolament tat-Traffiku (Kap. 65), il-Kummissarju tal-

In virtue of Article 52(1) of the Traffic Regulation Ordinance (Cap. 65), the Commissioner of Police hereby

Pulizija jgħarraf li l-passaġġ u t-twaqqif ta' vetturi huwa pprojbit fit-toroq imsemmija hawn taħt fid-dati u ħinijiet indikati.

### **Il-Belt Valletta**

Nhar il-Ħamis, 7 ta' Frar, 2019, mit-3.00 p.m. sa nofsillejl, minn Triq San Pawl minn Triq San Ġwann sa Triq it-Teatru l-Antik.

Nhar is-Sibt, 9 ta' Frar, 2019, mill-5.00 p.m. sa nofsillejl, minn Triq San Pawl minn Triq Melita sa Triq San Kristofru, Triq San Kristofru minn Triq San Pawl sa Triq il-Lvant u Triq il-Mediterran minn Triq San Kristofru sa Triq San Nikola.

Nhar il-Ħadd, 10 ta' Frar, 2019, mill-5.00 p.m. sal-10.00 p.m., minn Triq San Pawl minn Triq Melita sa Triq San Duminku, Triq San Duminku minn Triq San Pawl sa Triq il-Merkanti u Triq il-Merkanti minn Triq San Duminku sa Triq l-Arċisqof.

Nhar il-Ħadd, 10 ta' Frar, 2019, mis-1.00 p.m. sal-10.00 p.m., minn Triq San Pawl.

Għeluq tat-toroq skont il-bżonn.

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

L-1 ta' Frar, 2019

### **AVVIŻ TAL-PULIZIJA**

#### **Nru. 11**

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.

### **Il-Munxar**

Nhar il-Ħadd, 3 ta' Frar, 2019, mill-4.15 p.m. sas-6.00 p.m., minn Pjazza tal-Knisja, Triq San Pawl, Triq 12 ta' Diċembru 1957 u Triq Dun Spir Gauci.

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

L-1 ta' Frar, 2019

notifies that the transit and stopping of vehicles through the streets mentioned hereunder is prohibited on the dates and times indicated.

### **Valletta**

On Thursday, 7th February, 2019, from 3.00 p.m. till midnight, through Triq San Pawl from Triq San Ġwann till Triq it-Teatru l-Antik.

On Saturday, 9th February, 2019, from 5.00 p.m. till midnight, through Triq San Pawl from Triq Melita till Triq San Kristofru, Triq San Kristofru from Triq San Pawl till Triq il-Lvant and Triq il-Mediterran from Triq San Kristofru till Triq San Nikola.

On Sunday, 10th February, 2019, from 5.00 p.m. till 10.00 p.m., through Triq San Pawl from Triq Melita till Triq San Duminku, Triq San Duminku from Triq San Pawl till Triq il-Merkanti and Triq il-Merkanti from Triq San Duminku till Triq l-Arċisqof.

On Sunday, 10th February, 2019, from 1.00 p.m. till 10.00 p.m., through Triq San Pawl.

Street closure will be as required.

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

1st February, 2019

### **POLICE NOTICE**

#### **No. 11**

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.

### **Munxar**

On Sunday, 3rd February, 2019, from 4.15 p.m. till 6.00 p.m., through Pjazza tal-Knisja, Triq San Pawl, Triq 12 ta' Diċembru 1957 and Triq Dun Spir Gauci.

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

1st February, 2019

## TRANSPORT MALTA

**Avviż Lokali lill-Baħħara Nru. 8 tal-2019**

*Ħruq ta' Murtali – Festa ta' San Pawl –  
Il-Belt Valletta – 2019*

Id-Direttorat tal-Portijiet u Yachting, Transport Malta, jgħarraf lill-baħħara li b'konnessjoni mal-Festa Titulari ta' San Pawl se jinħarqu murtali mill-art ta' max-xatt ta' hdejn Il-Ponta ta' Sant'Iermu, Il-Belt Valletta, minn din il-pożizzjoni approssimattiva:

	<i>Latitude (N)</i>	<i>Longitude (E)</i>
A	35° 54'.163	14° 31'.226

Id-dati u l-ħinijiet tal-ħruq tal-murtali huma dawn li ġejjin:

Nhar is-Sibt, 9 ta' Frar, 2019, mill-10.00 p.m. sal-11.00 p.m.

Nhar il-Ħadd, 10 ta' Frar, 2019, mit-8.00 a.m. sat-8.15 a.m., minn 11.45 a.m. sa 12.10 p.m. u mis-6.30 p.m. sad-9.00 p.m.

Il-baħħara għandhom jiftakru f'dan, jzommu 'il bogħod mill-pożizzjoni indikata u jzommu distanza sigura ta' mill-inqas 200 metru (kif muri fuq iċ-chart li tinsab fuq is-sit ta' Transport Malta ([www.transport.gov.mt](http://www.transport.gov.mt))). Huma wkoll avżati biex jikkuntattjaw il-Valletta Port Control (Valletta VTS) fuq VHF Channel 12 meta jbaħħru ġewwa jew barra l-Port il-Kbir jew il-Port ta' Marsamxett fid-dati u l-ħinijiet indikati hawn fuq. Ordnijiet maħruġa mill-Valletta Port Control (Valletta VTS) għandhom jiġu obduti.

Il-pożizzjonijiet jirreferu għal WGS 84 DATUM.

Chart affettwata: BA 177

L-1 ta' Frar, 2019

## TRANSPORT MALTA

**Avviż lill-Baħħara Nru. 12 tal-2019**

*Korrezzjoni taċ-Chart – Baga tal-AIS*

Referenza magħmula għal BA Chart 2537 – Għawdex, Kemmuna u l-parti tat-Tramuntana ta' Malta u BA Chart 2538 – Malta.

Ħassar simbolu: Baga safra bl-AIS

Delete symbol: Yellow buoy with AIS qrib  
close to

## TRANSPORT MALTA

**Local Notice to Mariners No. 8 of 2019**

*Fireworks – Feast of St Paul –  
Valletta – 2019*

The Ports and Yachting Directorate, Transport Malta notifies mariners that in connection with the Titular Feast of St Paul's Shipwreck, a fireworks display will be let off from the foreshore at Il-Ponta ta' Sant'Iermu, Valletta, from approximately the following position:

	<i>Latitude (N)</i>	<i>Longitude (E)</i>
A	35° 54'.163	14° 31'.226

The dates and times of the fireworks from the above position are as follows:

On Saturday, 9th February, 2019, from 10.00 p.m. till 11.00 p.m.

On Sunday, 10th February, 2019, from 8.00 a.m. till 8.15 a.m., from 11.45 a.m. till 12.10 p.m. and from 6.30 p.m. till 9.00 p.m.

Mariners are to note the above, give the position indicated a wide berth and a safe distance of at least 200m (as shown on chart found on Transport Malta website ([www.transport.gov.mt](http://www.transport.gov.mt))). They are further instructed to contact Valletta Port Control (Valletta VTS) on VHF Channel 12 when navigating in or out of the Grand Harbour and Marsamxett Harbour on the above dates and times. Any instructions issued by Valletta Port Control (Valletta VTS) are to be complied with.

Positions referred to WGS 84 DATUM.

Chart Affected: BA Chart 177

1st February, 2019

## TRANSPORT MALTA

**Notice to Mariners No. 12 of 2019**

*Chart Correction – AIS Buoy*

Reference is made to BA Chart 2537 – Gozo, Comino and the Northern part of Malta and BA Chart 2538 – Malta.

<i>Latitude (N)</i>	<i>Longitude(E)</i>
<i>Latitude (N)</i>	<i>Longitude(E)</i>

(a) 35° 54'.720	014° 32'.380
-----------------	--------------

Ħassar legend: Fl(5)Y.20s xellug ta' (a) fuq  
 Delete legend: Fl(5)Y.20s left of (a) above

Ħassar legend: AIS xellug ta' (a) fuq  
 Delete legend: AIS left of (a) above

Chart affettwata: BA Chart 2537, 2538

Charts Affected: BA Chart 2537, 2538

L-1 ta' Frar, 2019

1st February, 2019

TRANSPORT MALTA

TRANSPORT MALTA

**Avviż lill-Baħħara Nru. 13 tal-2019**

**Notice to Mariners No. 13 of 2019**

*Korrezzjoni taċ-chart – Ċmieni fil-Portijiet tal-Belt Valletta u Marsaxlokk*

*Chart Correction – Chimneys in Valletta and Marsaxlokk Harbours*

Referenza magħmula għal BA Chart 177 – Portijiet tal-Belt Valletta.

Reference is made to BA Chart 177 – Valletta Harbours.

Id-Direttorat tal-Portijiet u Yachting, Transport Malta, jgħarrarf lill-baħħara bil-bidliet li ġejjin fil-Marsa fil-Port il-Kbir, Il-Belt Valletta.

The Ports and Yachting Directorate, Transport Malta notifies mariners of the following changes at Masra in Il-Port il-Kbir, Valletta.

		Latitude (N) <i>Latitude (N)</i>	Longitude(E) <i>Longitude(E)</i>
1) Ħassar simbolu 1) <i>Delete symbol</i>	icċentrat fuq <i>centred on</i>	35° 52'.940	014° 29'.948 (a)
	icċentrat fuq <i>centred on</i>	35° 52'.910	014° 30'.025 (b)
2) Ħassar legend: ĊUMNIJA ħdejn 2) <i>Delete legend: CHIMNEY near</i>		(a) fuq <i>(a) above</i>	(b) fuq <i>(b) above</i>

Referenza hija magħmula għal BA Chart 36 – Marsaxlokk.

Reference is made to BA Chart 36 – Marsaxlokk.

Id-Direttorat tal-Portijiet u Yachting, Transport Malta, jgħarrarf lill-baħħara bil-bidliet li ġejjin f'Dellimara fil-Port ta' Marsaxlokk.

The Ports and Yachting Directorate, Transport Malta notifies mariners of the following changes at Dellimara in Marsaxlokk Harbour.

		Latitude (N) <i>Latitude (N)</i>	Longitude (E) <i>Longitude (E)</i>
1) Ħassar simbolu 1) <i>Delete symbol</i>	icċentrat fuq <i>centred on</i>	35° 50'.032	014° 33'.428 (c)
2) Ħassar legend: (W Lts) ĊUMNIJA (154) 2) <i>Delete legend: (W Lts) CHIMNEY (154)</i>		(c) fuq <i>(c) above</i>	

Pozizzjonijiet f'WGS 84 Datum. Chart

Positions in WGS 84 Datum. Chart

Chart affettwata: BA Chart 177, 36

Chart Affected: BA Chart 177, 36

L-1 ta' Frar, 2019

1st February, 2019



## TRANSPORT MALTA

**Avviż lill-Baħħara Nru. 14 tal-2019**

*Taħriġ ta' Sparar Attiv f' Pembroke Ranges – 11 u 12 ta' Frar, 2019 – Ħinijiet Estiżi*

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf li b'zieda għal Avviż lill-Baħħara Nru. 2 tal-2019, il-Forzi Armati ta' Malta se jagħmlu dan it-taħriġ ta' Sparar Attiv nhar it-Tnejn, 11 u t-Tlieta, 12 ta' Frar, 2019, b'ħinijiet estiżi bejn is-6.00 p.m. u l-11.00 p.m. (Ħin Lokali).

Iż-żona tal-eżerċizzju hija delinjata b'settur ABC.

Minn Pożizzjoni A

	<i>Latitude (N)</i>	<i>Longitude (E)</i>
A	35° 55' .540	14° 28' .320 (Punt ta' ċentru fuq l-art),

ragġ ta' 4 mili nawtiċi fuq punti

B	35° 59' .460	14° 27' .150 u
C	35° 58' .290	14° 32' .190

Matul it-taħriġ ta' sparar attiv b'nadar ħomor (qies ta' madwar 2.5m x 2m) se jittajru mil-limiti tax-xatt. Il-baħħara huma avżati biex iżommu minimu ta' 4 mili nawtiċi lil hinn mill-kosta meta jintlemħu l-bnadar.

Barra minn hekk, huma jridu jobdu struzzjonijiet maħruġa mill-Valletta Port Control (Valletta VTS) fuq VHF Channel 12.

Charts affettwati: BA 2538, 2537, 194

Pożizzjonijiet b'referenza għal WGS 84 DATUM

L-1 ta' Frar, 2019

## TRANSPORT MALTA

**Avviż lill-Baħħara Nru. 15 tal-2019**

*Taħriġ ta' Sparar Attiv minn Pembroke Ranges fis-6 ta' Frar, 2019*

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf li l-Forzi Armati ta' Malta se jagħmlu taħriġ ta' Sparar Attiv minn Pembroke Ranges nhar l-Erbgħa, 6 ta' Frar, 2019, bil-Ġimgħa, 8 ta' Frar, 2019, tkun data riżervata. It-taħriġ ta' sparar se jseħħ mis-7.00 a.m. sal-4.00 p.m. ħin lokali (6.00 a.m. sat-3.00 p.m. UTC).

L-eżerċizzju se jseħħ fiż-żona magħluqa bil-punti A, B u C kif ġej:

## TRANSPORT MALTA

**Notice to Mariners No. 14 of 2019**

*Live Firing Practice at Pembroke Ranges – 11th and 12th February, 2019 – Extended Hours*

The Ports and Yachting Directorate, Transport Malta notifies that further to Notice to Mariners No. 2 of 2019, the Armed Forces of Malta will carry out Live Firing Practice on Monday 11th and Tuesday 12th February, 2019, with extended hours between 6.00 p.m. and 11.00 p.m. (Local Time).

The exercise area is delineated by sector ABC.

From Position A

	<i>Latitude (N)</i>	<i>Longitude (E)</i>
A	35° 55' .540	014° 28' .320 (Centre point on land),

a radius of 4 nautical miles to points

B	35° 59' .460	014° 27' .150 and
C	35° 58' .290	014° 32' .190

During the live firing practice red flags (approximate size 2.5m x 2m) will be flown from the shore limits. Mariners are warned to keep as a minimum 4 nautical miles off the coast when the flags are sighted.

Moreover, any instructions given by Valletta Port Control (VTS) on VHF channel 12 are to be strictly observed.

Charts affected: BA 2538, 2537, 194

Positions referred to WGS 84 DATUM

1st February, 2019

## TRANSPORT MALTA

**Notice to Mariners No. 15 of 2019**

*Live Gunnery Firing Practice from Pembroke Ranges on 6th February, 2019*

The Ports and Yachting Directorate, Transport Malta notifies that the Armed Forces of Malta shall conduct a live gunnery firing practice from the Pembroke Ranges on Wednesday, 6th February, 2019, with Friday, 8th February, 2019, being a reserve date. The firing practice will take place from 7.00 a.m. till 4.00 p.m. local time (6.00 a.m. till 3.00 p.m. UTC).

The exercise will take place within the area enclosed by the points A, B & C as follows:

Minn Pożizzjoni A:

*Latitude (N)*      *Longitude (E)*

35° 55' .900      014° 28' .530

minn hemm fuq bearing ta' 335 True x 8.5 mili nawtiċi għal:

Pożizzjoni B:

*Latitude (N)*      *Longitude (E)*

36° 03' .600      014° 24' .100

minn hemm fuq arc ta' raġġ taċ-ċirku ta' 8.5 mili nawtiċi iċċentrati f'pożizzjoni A għal:

Pożizzjoni C:

*Latitude (N)*      *Longitude (E)*

36° 00' .150      014° 37' .450

minn hemm fuq bearing ta' 240 True għal pożizzjoni A.

Il-bastimenti fil-vicinanza għandhom jipproċedu b'kawtela u jzommu tal-inqas tmien mili nawtiċi u nofs (8.5NM) lil hinn mill-Kosta ta' Pembroke fid-dati u l-hinijiet indikati.

Struzzjonijiet mogħtija mill-bastimenti tal-AFM li jbaħħru fiż-żona, Malta VTS (Malta Coast Radio Station) fuq VHF channel 69 u Valletta VTS (Valletta Port Control) fuq VHF channel 12 għandhom jiġu obduti fil-hinijiet kollha.

Chart affettwata: BA 194, 2537 u 2538

Pożizzjonijiet b'referenza għal WGS 84 DATUM

L-1 ta' Frar, 2019

KUMMISSJONI NAZZJONALI  
GHALL-PROMOZZJONI TAL-UGWALJANZA

**Vakanza ta' Kordinatur ta' Proġett**

(*Permess ta' Jobsplus Nru. 582/2018*)

Bħala parti mill-proġett 820451 Prepare the Ground for Economic Independence, inholqot vakanza għall-pożizzjoni ta' Kordinatur ta' Proġett, fi ħdan il-Kummissjoni Nazzjonali għall-Promożzjoni tal-Ugwaljanza (NCPE). Din il-vakanza hija ekwivalenti għal Skala ta' Salarju 7 tas-Servizz Pubbliku.

Din il-pożizzjoni tingħata b'kuntratt definit fuq bażi full-time (li jiskadi f'Awwissu 2020) fejn il-persuna magħżula tkun responsabbli għal għadd ta' attivitajiet relatati mal-proġett, fosthom:

From Position A:

*Latitude (N)*      *Longitude (E)*

35° 55' .900      014° 28' .530

thence on a bearing of 335 True x 8.5 nautical miles to:

Position B:

*Latitude (N)*      *Longitude (E)*

36° 03' .600      014° 24' .100

thence on an arc of a circle radius 8.5 nautical miles centred on position A to:

Position C:

*Latitude (N)*      *Longitude (E)*

36° 00' .150      014° 37' .450

thence on a bearing of 240 True to position A.

All vessels in the vicinity must proceed with caution and keep at least eight and a half nautical miles (8.5NM) off the Pembroke Coast on the dates and times indicated.

Instructions given by AFM craft patrolling the area, Malta VTS (Malta Coast Radio Station) on VHF channel 69 and Valletta VTS (Valletta Port Control) on VHF channel 12 are to be complied with at all times.

Chart affected BA 194, 2537 and 2538

Positions referred to WGS 84 DATUM

1st February, 2019

NATIONAL COMMISSION  
FOR THE PROMOTION OF EQUALITY

**Vacancy of Project Coordinator**

(*Jobsplus Permit No. 582/2018*)

A vacancy for the post of Project Coordinator has arisen within NCPE, the National Commission for the Promotion of Equality, as part of the project 820451 Prepare the Ground for Economic Independence. This post is equivalent to Public Service Salary Scale 7.

The selected candidate will be expected to enter into a full-time definite contract (expiring in August 2020), where s/he will be responsible for the project activities including:

li gġorr responsabbiltà shiġha tal-ippjanar, kordinazzjoni, implimentazzjoni u amministrazzjoni tal-proġett mill-bidu sat-tmiem tiegħu;

li tkun responsabbli għall-iskrutinju finanzjarju ta' kull pagament, procurement u monitoraġġ tal-proġett; u

li żżomm kuntatt mas-service providers u li tassigura li x-xogħol jitlestha fil-ħin u jkun ta' livell għoli.

Il-Koordinatur ta' Proġett għandu/ha jkollu/ha:

Jew kwalifika ta' Masters rikonoxxuta, f'Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2008) jew kwalifika rikonoxxuta xierqa komparabbli flimkien ma' sena esperjenza f'xogħol rilevanti f'immaniġġjar ta' proġett tal-UE;

Jew kwalifika ta' Bachelors rikonoxxuta, f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2008) jew kwalifika rikonoxxuta xierqa komparabbli flimkien ma' 3 snin esperjenza f'xogħol rilevanti, fejn sena minnhom trid tkun f'xogħol f'immaniġġjar ta' proġett tal-UE.

Il-kandidati għandhom ikollhom degree f'wieħed minn dawn is-suġġetti: Soċjoloġija, Psikoloġija, Antropoloġija, Public Policy, Social Policy, Kummerċ, Liġi, Studji Ewropej, Komunikazzjoni, Studji Internazzjonali, jew Social Work. Il-kandidati għandu jkollhom hila li jaħdmu f'tim, ikollhom għarfien tajjeb tal-qasam tal-ugwaljanza, ikunu jafu jużaw sew il-kompjuter u kapaċi jużaw sew l-applikazzjonijiet kollha tal-Microsoft Office. Huwa essenzjali li l-kandidati jkollhom kapaċitajiet tajba ta' komunikazzjoni, inkluż kitba eċċellenti tal-Malti u tal-Ingliz. Esperjenza/għarfien fl-Accounts, Management u Kuntratti Pubbliċi tal-Gvern huma meqjusa bħala vantaġġ.

Dawk kollha interessati għandhom jibagħtu l-ittra tagħhom, flimkien ma' CV dettaljat, lid-Direttur Eżekuttiv tal-NCPE sa mhux aktar tard minn nhar il-Ġimgħa, 15 ta' Frar, 2019. Applikazzjonijiet li jaslu wara din id-data ma jiġux ikkunsidrati.

NCPE

Dar Gattard, Triq Nazzjonali, Blata l-Bajda HMR 9010

Tel: 2295 7850

Indirizz elettroniku: (equality@gov.mt)

Sit elettroniku: (www.equality.gov.mt)

L-1 ta' Frar, 2019

carry full responsibility for the planning, coordination, implementation and administration of the project from beginning to end;

be responsible for the financial scrutiny of each payment, procurement and monitoring; and

liaise with service providers and ensure all outputs are delivered in a timely manner and to a high standard.

The Project Coordinator must be in possession of:

Either a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) or an appropriate, recognised, comparable qualification + 1 year relevant work experience in EU project management;

Or A recognised Bachelors qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) or an appropriate, recognised, comparable qualification + 3 years relevant work experience, 1 of which should be in EU project management.

The degree must be in Sociology, Psychology, Anthropology, Public Policy, Social Policy, Commerce, Law, European Studies, Communications, International Studies, or Social Work. The individual needs to be a good team player, well versed in equality issues, computer literate and able to use all MS Office applications. Strong communication skills, including excellent writing skills in both Maltese and English, are essential for this position. Knowledge/experience of Accounts, Management and Government procurement regulations is considered an asset.

Interested persons should send their application together with a detailed CV to the Executive Director by not later than Friday, 15th February, 2019. Late submissions will not be considered.

NCPE

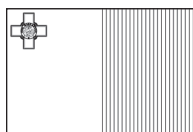
Gattard House, Triq Nazzjonali, Blata l-Bajda HMR 9010

Tel: 2295 7850

Email: (equality@gov.mt)

Website: (www.equality.gov.mt)

1st February, 2019



Programm ta' Drittijiet, Ugwaljanza u Ċittadinanza 2014-2020  
Proġett parzjalment iffinażjat mill-Unjoni Ewropea  
Rata ta' Kofinanzjament: 80% Fondi UE; 20% Fondi Nazzjonali



*Rights, Equality and Citizenship Programme 2014-2020  
Project part-financed by the European Union  
Co-financing rate: 80% EU Funds; 20% National Funds*

MINISTERU GĦAT-TRASPORT, INFRASTRUTTURA U  
PROĠETTI KAPITALI

**Post ta' Manager I (Procurement) fi ħdan il-Ministeru  
għat-Trasport, Infrastruttura u Proġetti Kapitali**

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, Infrastruttura u Proġetti Kapitali jilqa' applikazzjonijiet għall-post ta' Manager I (Procurement) fi ħdan il-Ministeru għat-Trasport, Infrastruttura u Proġetti Kapitali.

**Termini u Kundizzjonijiet**

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

2.2 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 trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor fil-qasam tal-Procurement, suġġett għad-disponibbiltà ta' postijiet vakanti u l-eżiġenzi tal-management.

2.3 Ir-rizultat jibqa' validu għal perjodu ta' sentejn (2) mid-data tal-pubblikazzjoni.

2.4 Is-salarju ta' Manager I (Procurement) huwa ta' Skala ta' Salarju 10 li fis-sena 2019 huwa ta' €19,958 fis-sena, li jżdid b'€407.67 fis-sena sa massimu ta' €22,404.

2.5 Persuna fil-grad ta' Manager I (Procurement) titla' fi Skala ta' Salarju 9 li fis-sena 2019 huwa ta' €21,252 x €447.33 - €23,936 wara sentejn (2) servizz sodisfaċenti bhala Manager I (Procurement) fi Skala ta' Salarju 10.

2.6 Persuna fil-grad ta' Manager I (Procurement) titla' fi Skala ta' Salarju 8 li fis-sena 2019 huwa ta' €22,645 x €486.83 - €25,566 wara ħames (5) snin servizz sodisfaċenti bhala Manager I (Procurement) fi Skala ta' Salarju 9.

2.7 Persuna fil-grad ta' Manager I (Procurement) titla' fi Skala ta' Salarju 7 li fis-sena 2019 huwa ta' €24,153 x €531.17 - €27,340 wara tliet (3) snin servizz sodisfaċenti bhala Manager I (Procurement) fi Skala ta' Salarju 8.

2.8 Persuna ingaġġata fil-post ta' Manager I (Procurement) tkun intitolata wkoll għall-Performance Bonus annwali, sa massimu ta' 10% tas-salarju bażiku suġġett għal xogħol sodisfaċenti u għall-policies tal-Amministrazzjoni Ċentrali li jkunu fis-seħh minn żmien għal żmien.

MINISTRY FOR TRANSPORT, INFRASTRUCTURE  
AND CAPITAL PROJECTS

**Post of Manager I (Procurement) within the Ministry  
for Transport, Infrastructure and Capital Projects**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Director (People Management), Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of Manager I (Procurement) within the Ministry for Transport, Infrastructure and Capital Projects.

**Terms and Conditions**

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

2.2 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 own request to carry out duties elsewhere in the area of Procurement, subject to availability of vacancies and the exigencies of management.

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

2.4 The salary for the post of Manager I (Procurement) is Salary Scale 10, which in the year 2019 is €19,958 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.

2.5 A Manager I (Procurement) will progress to Salary Scale 9, which in the year 2019 is €21,252 x €447.33 - €23,936 after two (2) years satisfactory service as Manager I (Procurement) in Salary Scale 10.

2.6 A Manager I (Procurement) will progress to Salary Scale 8, which in the year 2019 is €22,645 x €486.83 - €25,566 after five (5) years satisfactory service as Manager I (Procurement) in Salary Scale 9.

2.7 A Manager I (Procurement) will progress to Salary Scale 7, which in the year 2019 is €24,153 x €531.17 - €27,340 after three (3) years satisfactory service as Manager I (Procurement) in Salary Scale 8.

2.8 The selected applicants will also be entitled to an annual Performance Bonus of up to a maximum of 10% of his/her basic salary subject to satisfactory performance and to Central Administration policies in force from time to time.

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-hatra ta' Manager I (Procurement) jinkludu li:

(i) tassisti lill-Manager II (Procurement) matul iċ-ċiklu tal-akkwist, inkluż il-preparazzjoni ta' dokumenti u kuntratti relatati mal-akkwist;

(ii) tassisti fil-monitoraġġ dettaljat u fl-infurzar ta' proċeduri ta' Akkwist Pubbliku u tassigura li d-dokumenti dwar l-akkwist huma konformi mal-htigiet proċedurali u tekniċi, filwaqt li tassigura l-kunfidenzjalità ta' informazzjoni sensitiva f'kull hin, u tassigura li dawn il-proċeduri jkunu konformi;

(iii) tassisti fil-preparazzjoni tal-proċessi kollha neċessarji għall-pubblikazzjoni tas-sejhiet għall-offerti u tissuġġerixxi l-aħjar strateġija li għandha tintuża għall-akkwist tax-xiri partikolari;

(iv) tattendi waqt sessjonijiet tal-ftuħ tal-offerti u inkarigi pertinenti oħra sabiex tiżgura li jitharsu r-regolamenti kollha stipulati;

(v) isservi bħala segretarju fil-bordijiet tal-evalwazzjoni;

(vi) tipprepara kull xahar status reports li jippermettu l-monitoraġġ u l-infurzar tal-proċeduri tal-akkwist pubbliku;

(vii) thaddem sistemi tal-IT, inkluż il-portal tal-e-procurement (e-PPS), li tintuża għall-immaniġġjar tas-sejhiet għall-offerti u r-rapportaġġ tal-akkwist pubbliku;

(viii) tassisti lill-GPP u lill-Green Leader;

(ix) tagħti direzzjoni lill-uffiċċjali responsabbli mill-provvisti, servizzi u xogħlijiet;

(x) iżżomm ruħha aġġornata mal-policies u r-regolamenti godda tal-akkwist;

(xi) tagħmel monitoraġġ tal-oġġetti riċevuti biex tara li jkunu skont l-ispeċifikazzjonijiet mogħtija fl-ordnijiet ta' xiri rilevanti sabiex jillimitaw l-ordnijiet żejda jew nieqsa;

(xii) iżżomm livell tal-inventarju skont l-istruzzjonijiet mgħotija mill-management;

(xiii) tassigura li l-affarijiet u l-provvisti jaslu eżatt fil-hin billi jkun hemm strateġija effiċjenti tax-xiri tul il-proċess tal-provvista sabiex jitnaqqas l-istock out u l-ħażniet baxxi;

(xiv) tassigura li r-riċerka meħtieġa fir-rigward tal-prodotti u tal-fornitur saret, sabiex tkun f'pożizzjoni li tintgħażel l-aħjar strateġija tal-akkwist;

**Duties**

3. The duties of Manager I (Procurement) include:

(i) Providing assistance to the Manager II (Procurement) throughout the public procurement cycle, including the preparation of procurement documents and contracts;

(ii) Assisting in the detailed monitoring and enforcement of Public Procurement procedures and ensuring that all procurement documents are in line with the applicable procedural and technical requirements, whilst ensuring confidentiality of sensitive procurement information at all times and ensuring compliance in such proceedings;

(iii) Providing assistance in preparing all the necessary processes for the publication of the calls for tenders and suggest best procurement strategy to be used for the particular acquisition;

(iv) Attending during Tender Opening Sessions and other pertinent assignments in order to ensure that all the stipulated regulations are adhered to;

(v) Serving as secretary in the evaluation boards;

(vi) Preparing monthly status reports to enable the monitoring and enforcement of public procurement procedures;

(vii) Operating IT Systems, including the e-procurement portal (e-PPS), used for the management of calls for tenders and reporting of public procurement;

(viii) Assisting the GPP and Green leader;

(ix) Providing leadership to officers in charge of supplies, services and works;

(x) Keeping abreast with new procurement regulations and policies;

(xi) Monitoring that items received are as per specifications set out in relevant purchase orders so as to limit over/under ordering;

(xii) Maintaining inventory levels in line with management's dictate;

(xiii) Ensuring that goods and supplies are received Just-in-time through efficient procurement strategies across the supply chain in order to mitigate stock out and low stocks;

(xiv) Ensuring that the necessary research has been carried out with regard to supplier and products so as to be in a position to select the best procurement strategy;

(xv) tipprevjani, tinvestiga u tirrapporta l-ineffċjenzi jew kull amministrazzjoni hażina li jista' jkun hemm fis-sistema tal-akkwist u tidentifika azzjoni korrettiva meħtieġa;

(xvi) tassigura li l-proċessi tal-ordnijiet tax-xiri kollha, il-granet miftiehma tal-kunsinna u l-metodi tat-trasport li jintuża, isiru fil-hin;

(xvii) iżzomm f'livell minimu l-istokk baxx u l-istock out fl-entitajiet kollha u ttejjji rapporti regolari li jkunu ibbażati fuq il-valur tal-nefqa u r-raġunijiet tan-nuqqas tagħhom;

(xviii) Twettaq dmirijiet oħra skont struzzjonijiet tas-Segretarju Permanenti u/jew rappreżentant tiegħu/tagħha u skont l-eżiġenzi tas-Servizz Pubbliku, skont struzzjonijiet tas-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity

(xv) Preventing, investigating and reporting inefficiencies or possible misconduct in the acquisition system and identifying any corrective action required;

(xvi) Ensuring the timely processing of all purchase orders, schedule delivery dates and transportation methods;

(xvii) Maintain the low stock and stock outs to a minimal level across all entities together with drawing up routine reports based on the value of expenditure and reasons for shortages;

(xviii) Carry out any other duties according to instructions of the Permanent Secretary or his/her representative and according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### Eligibility Requirements

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

(i) (a) citizens of Malta; or

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

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

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

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should

Malta skont il-htieġa 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-htieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-Malti u l-Ingliz.

(iii) ikollhom kwalifika ta' Baċellerat rikonoxxuta fl-Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li nbdew minn Ottubru 2003) fil-Procurement, Finanzi jew Accounts jew kwalifika professjonali komparabbli.

4.2 Kwalifiki li huma ta' livell ogħla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Masters f'Livell 7 ta' MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS, fir-rigward ta' korsijiet li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell ogħla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji.

4.4 Il-kandidati magħzula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkoncerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

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.

(iii) in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement, Finance or Accounts or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

### Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taht l-ebda ċirkostanza.

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 mitlub f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

### Sottomissjoni tal-Applikazzjoni

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-uffiċċju tar-Recruitment, Ministeru għat-Trasport, Infrastruttura u Proġetti Kapitali permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku) jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorita oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjara jekk qatt kienu fis-Servizz Pubbliku u jingħataw id-dettalji (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku) fil-format ta' PDF li għandhom jiġu sottomessi permezz tal-Portal. Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Centrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Tintbagħat ittra elettronika ġġenerata mill-kompjuter bhala riċevuta li l-applikazzjoni tkun dahlet. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki; pubblikazzjoni tar-riżultat;

### Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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. Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Capital Projects, Ministry for Transport, Infrastructure and Capital Projects, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) in pdf format (in case of Public Service Employees) or a Certificate of Conduct in PDF format issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have been in Government Service giving details (in case of non-Public Service employees), which are to be uploaded through the Portal. The closing date of receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. 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. Other general provisions concerning this call for applications, with particular reference to:

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

submission of recognition statements in respect of qualifications;

publication of the result;



eżami mediku;  
proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttorat tal-People Management, fil-Ministeru għat-Trasport, Infrastruttura u Proġetti Kapitali, Blokk 'A', Triq Francesco Buonamici, Il-Furjana. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-indirizz elettroniku tad-Direttorat huwa (recruitment.mtip@gov.mt).

L-1 ta' Frar, 2019

MINISTERU GĦALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI

**Post ta' Tradesman/Senior Tradesman  
(Vehicle and Plant Mechanic) fil-Ministeru  
għall-Ġustizzja, Kultura u Gvern Lokali**

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

1. Id-Direttur Ġenerali, Divizjoni għat-Tindif u Manutenzjoni fi hdan il-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali jilqa' applikazzjonijiet għall-post ta' Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali.

**Termini u Kundizzjonijiet**

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

2.2 Is-salarju ta' Tradesman (Vehicle and Plant Mechanic) huwa ta' Skala ta' Salarju 16, li fis-sena 2019 huwa ta' €13,530 fis-sena, li jizdied b'€263 fis-sena sa massimu ta' €15,108.

2.3 Persuna fil-grad ta' Tradesman (Vehicle and Plant Mechanic) titla' fi Skala 15, li fis-sena 2019 huwa ta' €14,390 fis-sena, li jizdied b'€298 fis-sena sa massimu ta' €16,178 wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b' mod sodisfacenti.

2.4 Persuna fil-grad ta' Tradesman (Vehicle and Plant Mechanic) tiġi promossa għall-grad ta' Senior Tradesman

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the People and Management Directorate, Ministry for Transport, Infrastructure and Capital Projects, Block 'A', Triq Francesco Buonamici, Floriana. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Directorate is (recruitment.mtip@gov.mt).

1st February, 2019

MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT

**Post of Tradesman/Senior Tradesman  
(Vehicle and Plant Mechanic) in the Ministry  
for Justice, Culture and Local Government**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Director General, Cleansing and Maintenance Division, Ministry for Justice, Culture and Local Government, invites applications for the post of Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) in the Ministry for Justice, Culture and Local Government.

**Terms and Conditions**

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

2.2 The salary for the post of Tradesman (Vehicle and Plant Mechanic) is Salary Scale 16, which in the year 2019 is equivalent to €13,530 per annum, rising by annual increments of €263 up to a maximum of €15,108.

2.3 A Tradesman (Vehicle and Plant Mechanic) will progress to Scale 15 which in the year 2019 is equivalent to €14,390 per annum, rising by annual increments of €298 up to a maximum of €16,178 on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Tradesman (Vehicle and Plant Mechanic) will be promoted to the grade of Senior Tradesman (Vehicle and Plant

(Vehicle and Plant Mechanic) fi Skala 14, li fis-sena 2019 huwa ta' €15,393 fis-sena, li jiżdied bi €316.83 fis-sena sa massimu ta' €17,294 wara għaxar (10) snin servizz fil-grad ta' Tradesman (Vehicle and Plant Mechanic) jew ħames (5) snin jekk tkun fil-pussess ta' Diploma ta' Higher Technician, jew kwalifika rikonoxxuta, kumparabbli jew kwalifika teknika oghla, dejjem jekk tkun qdiet dmirha b'mod sodisfacenti.

2.5 Il-Higher Technician Diploma hija meqjusa bhala kwalifika f'Livell 5 tal-MQF. Persuna li jkollha kwalifika xierqa, rikonoxxuta, f'Livell 4 tal-MQF, segwita b'sentejn (2) esperjenza xierqa u ppruvata titqies bhala li tissodisfa l-klawsola Diploma ta' Higher Technician, jew kwalifika teknika oħra rikonoxxuta u kumparabbli jew kwalifika teknika oghla.

### Dmirijiet

3. Id-dmirijiet ta' persuna fil-ħatra ta' Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) jinkludu li:

(a) taħdem fuq varjetà kbira ta' vetturi żgħar u kbar kif ukoll fuq apparat heavy plant u light plant ta' mudelli u għamliet varji. Dan jista' jinkludi karozzi, vannijiet, trakkijiet żgħar, trakkijiet kbar ta' tunnellaġġ varju, trakkijiet li jikinsu jew jaħslu t-toroq, skip loaders, trakkijiet bil-karru (loaders), cherry pickers, trakkijiet bil-krejn, trakkijiet tal-ġbir tal-iskart, eċċ., kif ukoll, gafef kbar, skid steer loaders u dumpers u impjant żgħir bħal grass cutters u chain saws;

(b) tispezzjona vetturi u tagħmel osservazzjonijiet neċessarji sabiex tifhem il-ħsarat u tistabbilixxi l-aħjar mod ta' kif għandha ssir it-tiswija;

(c) issib id-difett jew ħsarat f'kull parti tal-vettura, u ssewwi skont kif titlob is-sengħa;

(d) tagħmel xogħol ta' servicing u manutenzjoni fuq dawn l-inġenji kif meħtieġ, u zżomm records kif xieraq;

(e) iżżarma u tarma r-roti, fusien, u partijiet oħra skont il-bżonn sabiex issir it-tiswija meħtieġa;

(f) taqla, iżżarma, issewwi u tarma mill-ġdid il-magna, gearbox, sistema tal-brejkijiet u kwalunkwe apparat ieħor mekkaniku tal-inġenji jew impjant;

(g) issib il-ħsara u ssewwi apparat li jaħdem bil-hydraulic fuq l-istess inġenji;

(h) tkun familjari mal-użu ta' għodda tal-kejl, bħalma huma vernier callipers, micrometers u depth gauges;

Mechanic) in Scale 14 which in the year 2019 is equivalent to €15,393 per annum, rising by annual increments of €316.83 up to a maximum of €17,294 on completion of 10 years service in the grade of Tradesman (Vehicle and Plant Mechanic), or five (5) years if in possession of a Higher Technician Diploma or a recognised, comparable or higher technical qualification, subject to satisfactory performance.

2.5 The Higher Technical Diploma is rated at MQF Level 5. A person in possession of an appropriate, recognised MQF Level 4 qualification, followed by two (2) years proven, appropriate experience, shall be deemed to satisfy the clause Higher Technician Diploma or a recognised, comparable, or higher technical qualification.

### Duties

3. The duties of Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) include:

(a) working as needed on a wide variety of light and heavy vehicles, and light and heavy plant. This equipment may include cars, vans, light trucks, larger trucks of various tonnage ratings, road sweepers, street washers, skip loaders, tractor units, low loaders, truck mounted aerial platforms (cherry pickers) and cranes, refuse collection vehicles, etc., as well as wheel shovels, skid steer loaders and dumpers and light plant such as grass cutters and chain saws;

(b) carrying out thorough observations of equipment to assess faults and damage in order to establish the required repair procedures;

(c) diagnosing and identifying faults in every part of the vehicle or equipment, and repair according to good practice;

(d) carrying out servicing and regular maintenance works on the equipment as instructed, and keeping records thereof;

(e) dismantling and mounting tyres, shafts, axles and other parts as may be required to carry out the necessary repairs;

(f) disassembling, repairing and reassembling the engine, gearbox, braking system or any other ancillary mechanical systems of same vehicle or plant;

(g) diagnosing and repairing hydraulic circuits installed on any part of the machinery;

(h) be familiar with standard measuring instruments such as vernier callipers, micrometers and depth gauges;

(i) tuża apparat ta' djanjozi, bhalma huma pressure gauges u anke apparat ta' djanjozi kompjuterizzati sabiex issib u ssewwi ħsarat;

(j) tagħmel użu minn workshop manuals, u letteratura teknika oħra, u tinterpreta disinni tekniċi mingħajr diffikultà;

(k) tħaddem it-tagħrif tekniku f'tiswija ta' inġenji u makkinarju b'teknoloġiji ġodda skont il-ħtiġiet li jinqalgħu minn żmien għal żmien;

(l) iżżomm ruħha aġġornata u familjari ma' teknoloġiji ġodda kif applikati fi kwalunkwe tip ta' inġenji u impjant;

(m) tagħmel xogħol tajjeb u ta' kwalità għolja;

(n) tagħti s-sehem biex il-post tax-xogħol jinżamm fl-ordni u nadif;

(o) tkun konxja minn Prattiki tajba ta' saħħa u sigurtà fuq il-post tax-xogħol u tapplikahom sabiex jitnaqqsu kemm jista' jkun il-perikli għas-saħħa u saħħet l-impjegati l-oħra u danni fuq vetturi jew apparat;

(p) taqdi d-doveri hawn fuq imsemmija kemm fil-workshops kif ukoll f'postijiet oħra skont il-bżonnijiet li jinqalgħu;

(q) twettaq xogħlijiet oħra mogħtija mis-superjuri;

(r) twettaq dmirjiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

**Persuna fil-hatra ta' Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) trid tkun kapaċi wkoll:**

(i) tikkomunika tajjeb bil-lingwa Maltija u l-lingwa Ingliża, miktuba u mitkellma;

(ii) taħdem fuq engine management systems moderni u tuża apparat tad-djanjozi;

(iii) taħdem kemm f'tim u kif ukoll waħidha mingħajr superviżjoni;

(iv) tiehu inizzjattiva u responsabbiltà shiħa tax-xogħol.

#### **Rekwiziti tal-Eligibbiltà**

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

(i) be adept in the use of diagnostic equipment, such as pressure gauges and computerised diagnostic tools to facilitate trouble shooting and repairs;

(j) be proficient in the use of vehicle workshop manuals and other technical literature, interpreting drawings and instructions, and following same without difficulty;

(k) applying one's technical knowledge and skills to work on new types of plant and machinery as the need may arise;

(l) keeping oneself updated and familiar with developing technologies as applied to all types of vehicles and plant;

(m) carrying out repairs needed to highest levels of workmanship;

(n) contributing towards good housekeeping and tidyness of the work environment;

(o) be aware of and apply on the job health and safety work practices such that risk of injury to self and others and damages to equipment are avoided;

(p) be prepared to carry out all the above duties both in the workshop as well as on site as the need may arise;

(q) any other duties as may be deemed necessary by superiors;

(r) any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

**A person in the grade of Tradesman / Senior Tradesman (Vehicle and Plant Mechanic) must also possess the following attributes:**

(i) have good communication skills, both verbal and written, in Maltese and English languages;

(ii) be familiar with modern engine management systems and fault finding methods;

(iii) work independently and as a team member, without supervision;

(iv) work on own initiative and with full responsibility.

#### **Eligibility Requirements**

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

(i) (a) ċittadini ta' Malta; jew

(b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni 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'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) kapaċi jikkomunikaw bil-Malti u/jew bl-Ingliż;

(iii) ikollhom il-Journeyman's Certificate fis-sengħa ta' Vehicle and Plant Mechanic wara li jkunu temmew b'suċċess kors ta' studju taħt l-Extended Skills Training Scheme (ESTS), jew kwalifika rikonxxuta, xierqa, kumparabbli jew oghla;

JEW

(iv) uffiċjali pubbliċi li l-kompetenza tagħhom fis-sengħa ta' Vehicle and Plant Mechanic hija ċċertifikata minn Trade Testing Board imwaqqaf taħt l-Employment and Training

(i) (a) citizens of Malta; or

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

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

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

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

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and/or English languages;

(iii) in possession of the Journeyman's Certificate in the trade of Vehicle and Plant Mechanic having successfully completed the course of study under the Extended skills Training Scheme (ESTS) or a recognised, appropriate, or higher qualification;

OR

(iv) public officers whose competence in the trade of Vehicle and Plant Mechanic has been certified by a Trade Testing Board set up under the Employment and Training

Services Act. Uffiċjali pubbliċi li japplikaw għal kariga oghla iridu jkunu ġew ikkonfermati fil-kariga preżenti tagħhom (jew fil-kariga preċedenti skont il-każ)

4.2 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmiya hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġħoti tal-kwalifiki msemmiya jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

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 oghla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oghla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

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

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

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti prospettivi għandhom jaraw id-dispozizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-holqa aktar 'l isfel).

Services Act. Public Officers applying for a higher post must be confirmed in their current (or previous) appointment, (as the case may be).

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

### Sottomissjoni ta' dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn (2) ta' xogħol mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

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 tghaddi hija 50%.

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

### Sottomissjoni tal-Applikazzjoni

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Diviżjoni għat-Tindif u Manutenzjoni, Ministeru għall-Gustizzja, Kultura u Gvern Lokali, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant), u Service and Leave Record Form (GP 47) aġġornat/Certifikat tal-Kondotta skont kif applikabbli, f'format PDF, li għandhom ikunu uploaded permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Gimgha, 15 ta' Frar, 2019. Ittra elettronika generata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Ohra

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

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

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

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

### Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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. Applications are to be submitted, for the attention of the Director General, Cleansing and Maintenance Division, Ministry for Justice, Culture and Local Government, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/Certificate of Conduct as applicable, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. 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.

### Other General Provisions

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

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

submission of recognition statements in respect of qualifications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Divizjoni għat-Tindif u Manutenzjoni, Żona Industrijali ta' Kordin, Paola. Dawn id-dispożizzjonijiet generali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Divizjoni huma ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)) u ([hr.cleansing@gov.mt](mailto:hr.cleansing@gov.mt)).

L-1 ta' Frar, 2019

MINISTERU GHALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI

**Post ta' Senior Technical Officer (Audio/Visual)  
fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali**

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

1. Id-Direttur Ġenerali, Dipartiment tal-Qrati tal-Ġustizzja (Malta), fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali jilqa' applikazzjonijiet għall-post ta' Senior Technical Officer (Audio/Visual) fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali.

**Termini u kundizzjonijiet**

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

2.2 Is-salarju ta' Senior Technical Officer (Audio/Visual) huwa ta' Skala ta' Salarju 11, li fis-sena 2019 huwa ta' €18,743 fis-sena, li jżidied bi €375.17 fis-sena sa massimu ta' €20,994.

2.3 Persuna fil-grad ta' Senior Technical Officer (Audio/Visual) titla' fi Skala 10, li fis-sena 2019 huwa ta' €19,958 fis-sena, li jżidied b'€407.67 fis-sena sa massimu ta' €22,404 wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-ħatra ta' Senior Technical Officer (Audio/Visual) jinkludu li:

a) tinstalla apparat Audio/Visual, ta' Sistema ta' Public Address, Sistemi ta' Video Conferencing (kemm dawk fissi kif ukoll dawk mobbli), apparat tas-sigurtà, apparat

access to application forms and related details;  
retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Cleansing and Maintenance Division, Corradino Industrial Estate, Paola. These general provisions are to be regarded as an integral part of this call for applications.

The website address, and email address of the receiving Division are ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)) and ([hr.cleansing@gov.mt](mailto:hr.cleansing@gov.mt)).

1st February, 2019

MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT

**Post of Senior Technical Officer (Audio/Visual) at the  
Ministry for Justice, Culture and Local Government**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Director General, Courts of Justice Department (Malta), within the Ministry for Justice, Culture and Local Government invites applications for the post of Senior Technical Officer (Audio/Visual) at the Ministry for Justice, Culture and Local Government.

**Terms and Conditions**

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

2.2 The salary for the post of Senior Technical Officer (Audio/Visual) is Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.

2.3 A Senior Technical Officer (Audio/Visual) will progress to Scale 10 which in the year 2019 is equivalent to €19,958 per annum, rising by annual increments of €407.67 up to a maximum of €22,404 on completion of five (5) years' service in the grade, subject to satisfactory performance.

**Duties**

3. The duties of Senior Technical Officer (Audio/Visual) include to:

a) install Audio/Visual Equipment, Public Address System, Video Conferencing Systems (both fixed and mobile), security equipment, digital recording equipment in

ta' digital recording fl-Awli tal-Qrati, kif ukoll f'postijiet oħra fil-Qrati tal-Gustizzja jew kull lok ieħor fejn jistgħu jinżammu s-seduti tal-Qorti;

b) tispostja apparat eżistenti mill-Uffiċċji annessi mal-Awli għall-Awli ;

c) jiġi żgurat illi jittieħdu recordings tajbin ta' seduti tal-Qorti bi kwalunkwe mezz gewwa kull Awla jew lok ieħor;

d) jiġi żgurat illi jiffunzjonaw tajjeb is-Sistema ta' Public Address, is-Sistemi ta' Video Conferencing (kemm daww fissi kif ukoll daww mobbli), apparat tas-sigurtà, apparat ta' digital recording, u kull apparat ieħor;

e) jiġi żgurat illi l-apparat fl-Awli tal-Qorti, kif ukoll l-apparat fl-uffiċċini, inkluż is-Sistema ta' Public Address, is-Sistemi ta' Video Conferencing (kemm daww fissi kif ukoll daww mobbli), apparat tas-sigurtà u apparat ta' digital recording jinżammu fi stat tajjeb ta' manutenzjoni u li jsiru t-tiswijiet fuqhom;

f) tassisti lit-Taqsima tal-Finanzi fix-xiri ta' apparat diġitali adegwat jew apparat ieħor imsemmi f'paragrafu (a) hawn fuq, sabiex jiġi installat fl-Awli kollha jew/u fejn meħtieġ;

g) tassisti lill-Principal Technical Officer biex jikkordina mal-MITA sabiex jissolvew il-problemi rigward il-connections għall-cross-border Video Conferencing u apparat ta' CCTV;

h) tassisti lill-Principal Technical Officer fil-hruġ ta' tenders relatati ma' IT networking, telefonija u CCTV, u tissottometti l-ispeċifikazzjonijiet fil-preparazzjoni ta' dawn it-tenders;

i) tattendi meta meħtieġ għal e-justice Working Groups fi Brussell sabiex tassigura li l-istandards Ewropej qegħdin jiġu miżmumu mill-Qrati tal-Gustizzja fl-area relatata ma' apparat Audio/Visual;

j) tirrapporta lura lid-Direttur Ġenerali (Qrati) u lill-Principal Technical Officer u tassigura l-implimentazzjoni tar-rakkomandazzjonijiet magħmula waqt dawn il-Working Groups;

k) flimkien mal-Principal Technical Officer tagħti assistenza u taħriġ kontinwu lill-istaff fil-Judiciary Teams fl-użu tas-sistemi eżistenti u kwalunkwe sistemi oħrajn li jistgħu jiġu introdotti, partikolarment l-użu ta' apparat ta' Video Conferencing mobbli;

l) tassisti lill-Judiciary Teams biex jittieħdu backups kull xahar tar-recordings fl-Awli u tassigura li huma adegwatament maħżuna u arkivjati;

the Halls and other premises at the Courts of Justice or any other building where Court sittings will be held;

b) shift existing equipment from Chambers into Courts Halls;

c) ensure the proper recording of Court sittings via any means in all Halls and premises;

d) ensure the proper functioning of the Public Address System, Video Conferencing Systems (both fixed and mobile), security equipment, digital recording equipment and any other equipment;

e) ensure that the Court Halls' equipment and the office equipment, including Public Address System, Video Conferencing Systems (both fixed and mobile), security equipment and digital recording equipment are kept in a good state of maintenance and that repairs are carried out on same equipment;

f) assist the Finance Section in the procurement of appropriate digital equipment or any other equipment as mentioned in (a) above, to be installed in all Halls or/and where required;

g) assist the Principal Technical Officer to coordinate with MITA in order to solve problems regarding connections for cross-border Video Conferencing and CCTV equipment;

h) assist the Principal Technical Officer in the issue of tenders related to IT networking, telephony and CCTV, and submit specifications in preparation of these tenders;

i) attend when required e-justice Working Groups in Brussels to ensure that European standards are maintained at the Courts of Justice in the area related to Audio/Visual equipment;

j) report back to the Director General (Courts) and to the Principal Technical Officer to see to the implementation of recommendations made during such Working Groups;

k) in liaison with Principal Technical Officer offer support and provide continuous training to staff in the Judiciary Teams in the use of existing systems and any other systems which may be put in place, particularly the use of portable Video Conferencing equipment;

l) assist the Judiciary Teams in the upkeep of monthly backups of Court recordings from Halls and ensure that they are adequately stored and archived;



m) jiġi żgurat illi jittieħdu recordings tal-aqwa livell tas-seduti tal-Qorti bil-mezzi kollha disponibbli fl-Awli kollha jew f'xi lok ieħor;

n) tassisti lill-Principal Technical Officer sabiex jinżamm kuntatt mar-Registraturi tal-Qorti sabiex timmaniġġja l-listi tal-appuntamenti għall-użu ta' apparat ta' Video Conferencing mobbli kif ikun meħtieġ fl-Awli kollha;

o) issolvi u tipprovdi soluzzjonijiet għall-problemi kollha li jistgħu jinqalgħu matul is-seduti tal-Qrati u taħdem taht pressjoni ta' xogħol qawwija;

p) tassisti lill-Principal Technical Officer sabiex jiġu identifikati proċessi ta' titjib kontinwu sabiex jingħata servizz ta' customer care mill-aqwa. Tkompli ssegwi u tieħu azzjoni korrettiva sabiex tipprovdi servizzi eċċellenti;

q) fl-assenza tal-Principal Technical Officer tieħu ħsieb is-Sezzjoni tal-Audio/Visual tal-Qrati tal-Ġustizzja u twestaq dmirijiet oħra kompatibbli mal-grad;

r) twestaq kull xogħol ieħor li jiġi assenjat lilha mid-Direttur Ġenerali (Qrati);

s) twestaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha 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 msemija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taht ir-

m) maintain high standards of recordings of Court sittings via any means in all Halls and any other premises;

n) assist the Principal Security Officer to liaise with Court Registrars and manage appointment lists for the use of the portable Video Conference equipment as may be required in the various Halls;

o) troubleshoot and provide solutions for any needs arising during Court sittings and work under high-pressure circumstances;

p) assist the Principal Technical Officer to identify continuous improvement processes for seamless customer service. Follow up on service challenges and take corrective action;

q) in the absence of the Principal Technical Officer take over the Audio/Visual Section of the Courts of Justice and perform any other duties compatible with the grade;

r) perform any other duties assigned to him/her by the Director General (Courts);

s) any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### Eligibility Requirements

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

(i) (a) citizens of Malta; or

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

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

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

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta għandu jiġi mfittex 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-kazijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonstata skont il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw fil-lingwa Maltija u l-lingwa Ingliża;

(iii) (a) fil-grad ta' Technical Officer fis-Servizz Pubbliku ta' Malta, li l-ħatra tagħhom f'dan il-grad tkun giet ikkonfermata;

JEW

(b) ikollhom Higher Technician Diploma f'Livell 5 tal-MQF (li jkollha minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li nbdew minn Ottubru 2003) jew kwalifika xierqa u komparabbli fl-Audio/Visual jew Computer Studies;

JEW

(c) ikollhom kwalifika rikonoxxuta (sentejn full-time jew ekwivalenti) f'Livell 4 tal-MQF (suġġetta għall-minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti, fl-Audio/Visual jew Computer Studies, flimkien ma' sentejn (2) esperjenza xierqa u ppruvata.

Ufficjali pubbliċi li japplikaw għal post oġhla għandhom ikunu konfermati fil-ħatra tagħhom kurrenti (jew ta' qabel), (skont il-kaz).

4.2 Kwalifiki li huma ta' livell oġhla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell oġhla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibiltà ta'

"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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) (a) in the grade of Technical Officer in the Malta Public Service, whose appointment in such grade has been confirmed;

OR

(b) in possession of a Higher Technician Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) or an appropriate equivalent qualification in Audio/Visual or Computer Studies;

OR

(c) in possession of a recognised (two-year full-time or equivalent) qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent, in Audio/Visual or Computer Studies, plus two (2) years proven appropriate experience.

Public officers applying for a higher post must be confirmed in their current (or previous) appointment, (as the case may be).

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the

hawn fuq, sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

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 oghla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oghla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta giet effettiva l-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

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

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

5.2 Id-dokumenti originali 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-

afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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 Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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

### **Selection Procedures**

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

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

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

### Sottomissjoni tal-Applikazzjoni

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali tal-Qrati tal-Ġustizzja, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant), u *Service and Leave Record Form* (GP 47) aġġornat/Certifikat tal-Kondotta skont kif applikabbli, f'format PDF, li għandhom jiġu mtellgħa permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Itra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Oħra

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

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

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

pubblikazzjoni tar-rizultat;

eżami mediku;

proċess sabiex tintbagħat petizzjoni dwar ir-rizultat;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mill-Uffiċċju tad-Direttur Ġenerali, Dipartiment tal-Qrati tal-Ġustizzja, ir-Raba' Sular, Kamra 418, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Dipartiment huma ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 u ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

L-1 ta' Frar, 2019

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. Applications are to be submitted, for the attention of the Director General, Courts of Justice Department, Ministry for Justice, Culture and Local Government, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/ Certificate of Conduct as applicable, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

### Other General Provisions

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

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

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Office of the Director General, Courts of Justice Department, 4th Floor, Room 418, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Department are ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 and ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

1st February, 2019

MINISTERU GĦALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI

MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT

**Post ta' Assistant Manager (Procurement) fil-Ministeru  
għall-Ġustizzja, Kultura u Gvern Lokali**

**Post of Assistant Manager (Procurement) within the  
Ministry for Justice, Culture and Local Government**

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

*Nomenclatures denoting the male gender include also the female gender.*

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali jilqa' applikazzjonijiet għall-post ta' Assistant Manager (Procurement) fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali

1. The Permanent Secretary, Ministry for Justice, Culture and Local Government invites applications for the post of Assistant Manager (Procurement) within the Ministry for Justice, Culture and Local Government.

**Termini u Kundizzjonijiet**

**Terms and Conditions**

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

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

2.2 Is-salarju ta' Assistant Manager (Procurement) li jidhol fil-grad taħt id-dispożizzjonijiet tal-eligibbiltà ta' paragrafu 4.1 (iii) huwa ta' Skala ta' Salarju 12, li fis-sena 2019 huwa ekwivalenti għal €17,576 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €19,700.

2.2 The salary for the post of Assistant Manager (Procurement), for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) is Salary Scale 12, which in the year 2019 is equivalent to €17,576 per annum, rising by annual increments of €354 up to a maximum of €19,700.

2.3 Persuna li tidhol fil-grad ta' Assistant Manager (Procurement) taħt id-dispożizzjonijiet tal-eligibbiltà ta' paragrafu 4.1 (iv) tkun fi Skala ta' Salarju 11, li fis-sena 2019 huwa ekwivalenti għal €18,743 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €20,994.

2.3 A person entering the grade of an Assistant Manager (Procurement) under the eligibility provisions of paragraph 4.1 (iv) will be placed in Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.

2.4 Persuna fil-grad ta' Assistant Manager (Procurement) fi Skala ta' Salarju 12 tiġi promossa fi Skala ta' Salarju 11, li fis-sena 2019 huwa ekwivalenti għal €18,743 fis-sena, li jiżdied bi €375.17 fis-sena sa massimu ta' €20,994 fuq il-kisba ta' Diploma fil-Livell 5 tal-MQF, hekk kif imsemmi f'paragrafu 4.1 (iv).

2.4 An Assistant Manager (Procurement) in Salary Scale 12 will progress to Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iv).

2.5 Assistant Manager (Procurement) fi Skala ta' Salarju 11 tiprogressa fi Skala ta' Salarju 10 li fis-sena 2019 huwa ta' €19,958 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €22,404 wara tliet (3) snin servizz sodisfaċenti bħala Assistant Manager (Procurement) fi Skala ta' Salarju 11.

2.5 An Assistant Manager (Procurement) in Salary Scale 11 will progress to Salary Scale 10, which in the year 2019 is equivalent to €19,958 per annum, rising by annual increments of €407.67 up to a maximum of €22,404, on completion of three (3) years' satisfactory service as Assistant Manager (Procurement) in Salary Scale 11.

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-Procurement, sugġett għad-disponibbiltà ta' postijiet vakanti u l-eżiġenzi tal-management.

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 own request to carry out duties elsewhere in Procurement, subject to availability of vacancies and the exigencies of management.

2.7 Ir-rizultat jibqa' validu għal perjodu ta' sentejn (2) mid-data tal-pubblikazzjoni.

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

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-hatra ta' Assistant Manager (Procurement) jinkludu li:

a) Iżżomm l-IT databases aġġornati b'informazzjoni korretta tal-offerti ppublikati tul il-proċess sħiħ tal-akkwist;

b) Tassisti lill-Kumitat tal-Kuntratti tad-Dipartiment billi tiegħu l-minuti u ttipprepara l-memoranda;

c) Tuża s-sistema tal-e-procurement (e-PPS) b'mod effiċjenti u effettiv biex jithaffu l-proċessi u jinkisbu r-riżultati;

d) Tinforma l-Awtoritajiet Kontaenti li l-offerti nfethu u liema dokumentazzjoni għandha tiġi pprezentata meta jiġi sottomess ir-Rapport tal-Evalwazzjoni;

e) Tosserva s-sottomissjonijiet f'waqthom tar-Rapporti ta' Evalwazzjoni u tibgħat in-noti ta' tfakkir neċessarji;

f) Tagħmel monitoraġġ u żżomm rendikont tal-offerti li nġataw jew ġew rifjutati lill-Operaturi Ekonomiċi interessati;

g) Tibgħat kopji tal-Ftehim tal-Kuntratt lill-awtoritajiet kompetenti;

h) Tassisti fil-preparazzjoni tad-dokumenti tal-akkwisti għax-xiri tar-reqwiziti;

i) Tassisti fil-monitoraġġ u l-infurzar tal-proċeduri tal-akkwist pubbliku u tiżgura li d-dokumenti kollha tal-akkwisti huma konformi mar-reqwiziti proċedurali, tekniċi u legali applikabbli;

j) Tiċċirkola u żżomm rekords xierqa taċ-Ċirkularijiet tal-Kuntratti u Procurement Policy Notes, Standing Operating Procedures u kull materjal ieħor relatat mal-Akkwist;

k) Twettaq dmirijiet oħra kif mogħtija mid-Direttur jew mir-rappreżentant/a tiegħu/tagħha;

l) Twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

**Rekwiziti tal-Eligibbiltà**

4.1 Sal-hin u d-data tal-gheluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

(i) (a) ċittadini ta' Malta; jew

**Duties**

3. The duties of Assistant Manager (Procurement) include:

a) Keeping of IT databases updated with correct information of tenders published and throughout the whole procurement cycle;

b) Assisting the Departmental Contracts Committee by taking minutes and preparing memos;

c) Using the e-procurement system (e-PPS) in an efficient and effective manner to expedite matters and achieve results;

d) Informing Contracting Authorities that the offers have been unlocked and which documentation is to be produced when submitting the Evaluation Report;

e) Monitoring the timely submission of the Evaluation Reports and sending the necessary reminders;

f) Monitoring and recording awards or rejections to Economic Operators who submitted a bid;

g) Forwarding copies of the Contract Agreement to competent authorities;

h) Assisting in the preparation of procurement documents for the purchase of requirements;

i) Assisting in the monitoring and enforcement of the public procurement procedures and ensure that all procurement documents are in line with applicable procedural, technical and legal requirements;

j) Circulating and keeping proper records of Contracts Circulars and Procurement Policy Notes, Standard Operating Procedures and any other Procurement related material;

k) Carrying out any other duties as assigned by the Director or his/her representative;

l) Carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

**Eligibility Requirements**

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

(i) (a) citizens of Malta; or

(b) 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 iehor 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.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta għandu jiġi mfittex 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-hruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-Malti u bl-Ingliż;

(iii) fil-pussess ta' Diploma rikonoxxuta (Livell 4 tal-MQF) fil-Procurement, fil-Finanzi jew fl-Accounts, jew kwalifika rikonoxxuta, xierqa u kumparabbli;

JEW

(iv) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2003) fil-Procurement, fil-Finanzi jew fl-Accounts, jew kwalifika xierqa, professjonali u kumparabbli.

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

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

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

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

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in Maltese and English;

(iii) in possession of a recognised Diploma (MQF Level 4) in Procurement, Finance or Accounts or an appropriate comparable qualification;

OR

(iv) in possession of a recognised qualification at MQF Level 5 in Procurement, Finance or Accounts (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regards to programmes commencing as from October 2003), or an appropriate comparable professional qualification.

4.2 Kwalifiki li huma ta' livell ogħla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell ogħla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.4 Il-kandidati magħzula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispozzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-holqa aktar 'l isfel).

### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

5.2 Id-dokumenti originali 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 tghaddi hija 50%.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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 Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date of this call for applications.

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

### **Selection Procedures**

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



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

### Sottomissjoni tal-Applikazzjoni

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Gustizzja, Kultura u Gvern Lokali, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant), u Service and Leave Record Form (GP 47) aġġornat/Certifikat tal-Kondotta skont kif applikabbli, f'format PDF, li għandhom ikunu imtelligħa permezz tal-Portal. Id-data tal-għeluq tal-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Ittra elettronika generata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Ohra

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

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

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;  
pubblikazzjoni tar-riżultat;  
eżami mediku;  
proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Gustizzja, Kultura u Gvern Lokali, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tad-Direttorat huma ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)) u ([recruitment.mjcl@gov.mt](mailto:recruitment.mjcl@gov.mt)).

L-1 ta' Frar, 2019

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

### Submission of Applications

7. Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice, Culture and Local Government, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/Certificate of Conduct as applicable, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

### Other General Provisions

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

applicable benefits, conditions and rules/regulations;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Corporate Services Directorate, Ministry for Justice, Culture and Local Government, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)) and ([recruitment.mjcl@gov.mt](mailto:recruitment.mjcl@gov.mt)).

1st February, 2019

MINISTERU GHALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI

**Pożizzjoni ta' Assistent Ġudizzjarju Part-time  
fid-Dipartiment tal-Qrati tal-Ġustizzja (Malta)  
fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali**

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

1. Id-Direttur Generali, Dipartiment tal-Qrati tal-Ġustizzja (Malta), fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali jilqa' applikazzjonijiet għall-pożizzjoni ta' Assistent Ġudizzjarju part-time fid-Dipartiment tal-Qrati tal-Ġustizzja (Malta) fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali.

**Tul tal-Assignment u Kundizzjonijiet**

2.1 Persuna magħzula tidhol f'assignment ta' tliet (3) snin bhala Assistent Ġudizzjarju part-time fid-Dipartiment tal-Qrati tal-Ġustizzja (Malta), li jista' jiġi mgdedd għal perjodi oħra.

2.2 Il-pożizzjoni ta' Assistent Ġudizzjarju part-time hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.3 Il-pożizzjoni ta' Assistent Ġudizzjarju part-time hija meqjusa bhala 'office of trust' minhabba li f'ċerti ċirkustanzi l-persuna magħzula trid taġixxi fi rwol ġudizzjarju taht is-superviżjoni u d-direzzjoni tal-Imħallef u tal-Maġistrat, u għaldaqstant din Irid ikollha l-fiduċja sħiħa ta' dak il-Membri tal-Ġudikatura. Għaldaqstant il-pożizzjoni ta' Assistent Ġudizzjarju part-time taqa' taht Regolament 7(4) (b)(ii) tal-Liġi Sussidjarja 452.81 intitolat "Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss".

2.4 L-Assistenti Ġudizzjarji part-time jithallew jeżerċitaw il-professjoni tagħhom privatament iżda dawn ikunu meħtieġa li jiddedikaw 20 siegħa fil-gimgha għas-servizz tal-kariga tagħhom. Ir-regoli u regolamenti li jiggvernaw is-Servizz Pubbliku ta' Malta japplikaw għall-persuni appuntati.

**Salarju Marbut mal-Pożizzjoni**

3. Is-salarju għall-pożizzjoni ta' Assistent Ġudizzjarju part-time, li jkunu meħtieġa jaħdmu 20 siegħa fil-gimgha, huwa ekwivalenti għall-minimu ta' Skala ta' Salarju 8 prorata (li fis-sena 2019 huwa ekwivalenti għal €11,322.50).

**Dmirijiet**

4. Id-dmirijiet tal-Assistenti Ġudizzjarji part-time huma dawk stipulati fil-Kodiċi ta' Organizzazzjoni u Proċedura

MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT

**Position of Part-Time Judicial Assistant at the Courts  
of Justice Department (Malta) in the Ministry for  
Justice, Culture and Local Government**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Director General, Courts of Justice Department (Malta) within the Ministry for Justice, Culture and Local Government invites applications for the position of part-time Judicial Assistant at the Courts of Justice Department (Malta) in the Ministry for Justice, Culture and Local Government.

**Duration of Assignment and Conditions**

2.1 A selected candidate will enter into a three (3) year assignment as a part-time Judicial Assistant at the Courts of Justice Department (Malta), which may be renewed for further periods.

2.2 The position of part-time Judicial Assistant is subject to a probationary period of twelve (12) months.

2.3 The position of part-time Judicial Assistant is regarded as an 'office of trust' because the incumbent will, in given circumstances, be acting in a judicial role under the supervision and direction of a Judge or Magistrate and must therefore enjoy the full trust and confidence of that Member of the Judiciary. Thus, the position of part-time Judicial Assistant falls under Regulation 7(4)(b)(ii) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 Part-time Judicial Assistants will be allowed the private practice of their profession but will be required to dedicate 20 hours per week to the service of this position. Rules and regulations governing the Malta Public Service will be applicable to such appointees.

**Salary Pegged to the Position**

3. The salary attached to the position of part-time Judicial Assistant, working 20 hours per week, carries a salary equivalent to the minimum of Salary Scale 8 pro-rata (which in the year 2019 is equivalent to €11,322.50).

**Duties**

4. The duties of part-time Judicial Assistants shall be those stipulated in the Code of Organization and Civil Procedure,

Ċivili, fir-Regoli tal-Qorti u f'leġiżlazzjoni oħra. Il-funzjonijiet tal-Assistenti Ġudizzjarji part-time għandhom jinkludu dan li ġej:

a) jassistu fil-proċess ġudizzjarju u fuq talba tal-Qorti li jipparteċipaw fil-proċedimenti li jkunu pendenti quddiem Qorti, magħdud kull xogħol ta' riċerka jew xogħol ieħor meħtieġ għaldaqshekk, u sabiex iwettqu dawk id-dmirijiet u jhaddmu dawk is-setgħat li huma jistgħu jkunu meħtieġa jew awtorizzati li jwettqu minn dik il-Qorti;

b) jagħtu ġuramenti;

c) jieħdu x-xieħda ta' kull persuna li tingieb b'xhud waqt kull proċediment;

d) jieħdu kull affidavit fuq kull haġa, inkluż xi haġa li jkollha x'taqsam ma' kull proċediment li jkunu ttieħdu jew li jkun hemm il-ħsieb li jittieħdu quddiem xi Qorti jew quddiem Qorti jew Tribunal ta' kompetenza ċivili mwaqqfa b'liġi;

e) jirċievu dokumenti prodotti ma' kull xhieda, affidavit jew dikjarazzjoni, inkluż b'mod partikolari xhieda, affidavit jew dikjarazzjoni kif imsemmija fil-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili;

f) ikollhom dawk is-seduti kif jiġi deċiż mill-Qorti, biex jiltaqgħu mal-avukati u l-prokuraturi legali tal-partijiet biex tiġi pplanata t-tmexxija tal-kawża, u jistabbilixxu dati għas-sottomissjoni ta' xhieda, talbiet jew atti ġudizzjarji oħra mill-partijiet;

g) jagħmlu pre-trial hearings;

h) jiktbu memoranda dwar kawzi pendenti, li jikkonċernaw fatti u punti tal-liġi;

i) iwettqu dmirijiet oħra assenjata lilu/lilha mill-Membru tal-Ġudikatura li miegħu/magħha ġie/t assenjat/a, mid-Direttur Generali, mid-Direttur/Reġistratur Qrati Ċivili u Tribunali, u/jew mid-Direttur/Reġistratur Qrati Kriminali u Tribunali;

j) iwettqu dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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

in the Rules of Court and in other legislation. In particular part-time Judicial Assistants will be required:

a) to assist in the judicial process and at the request of the court to participate in the proceedings pending before a court, including any research or other work required therefore, and for the purpose of carrying out such duties and exercise such powers as they may be required or authorised to perform by such court;

b) to administer oaths;

c) to take the testimony of any person that is produced as witness in any proceedings;

d) to take any affidavit on any matter, including a matter connected with any proceedings taken or intended to be taken before any court or any court or tribunal of civil jurisdiction established by law;

e) to receive documents produced with any testimony, affidavit or declaration, including in particular a testimony, affidavit or declaration as is referred to in the Code of Organisation and Civil Procedure;

f) to hold such sittings as may be directed by the court, to meet with the advocates and legal procurators of the parties for the purpose of planning the management of the lawsuit, and to issue deadlines for the submission of evidence, pleadings or other judicial acts by the parties;

g) to conduct pre-trial hearings;

h) to write memoranda on pending lawsuits, concerning facts and points of law;

i) any other duties as assigned to him/her by the Member of the Judiciary to whom he/she is assigned, by the Director General, the Director/Registrar Civil Courts and Tribunals, and/or the Director Registrar/Criminal Courts and Tribunals;

j) any other duties according to the exigencies of the Public Service 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 other Member States of the European Union who are entitled to equal treatment to Maltese citizens in

fi kwistjonijiet ta' impjeg 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' impjeg 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' impjeg 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.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-kazijiet 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 kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

(iii) ikollhom il-warrant biex jipprattikaw il-professjoni ta' avukat fil-Qrati Superjuri ta' Malta.

5.2 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impegati tal-Gvern qabel u jagħtu d-dettalji).

5.3 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.2 hawn fuq, mhux

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".

The advice of the Department of Citizenship and Expatriates Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) in possession of the warrant to practice as an advocate in the Superior Courts of Malta.

5.2 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.3 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.2 above, not only by the

biss sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.4 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### **Sottomissjoni ta' Dokumentazzjoni**

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

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 tghaddi hija 50%.

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

### **Sottomissjoni tal-Aplikazzjoni**

8. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Generali, Qrati tal-Ġustizzja, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali, permezz tar-Recruitment Portal biss (<http://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant), u Service and Leave Record Form (GP 47) aġġornat/Ċertifikat tal-Kondotta skont kif applikabbli, f'format PDF, li għandhom jiġu mtellgħa permezz tal-Portal. Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, u ħaddiema tal-RSSL, dawn għandhom jipprezentaw paid/unpaid Leave u Sick Leave rekords għall-aħħar erba' snin, inkluż kwalunkwe rekords ta' xi azzjonijiet dixxiplinarji (fl-assenza ta' tali records, jiġi mifhum li qatt ma ttieħdet azzjoni dixxiplinarja). Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, dawn għandhom jipproduċu wkoll konferma mingħand id-DCS tal-ministeru fejn qed iwettqu d-dmirijiet li huma qegħdin uffiċjalment

closing time and date of this call for applications but also on the date of appointment.

5.4 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 Documentation**

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<http://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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. Applications are to be submitted, for the attention of the Director General, Ministry for Justice, Culture and Local Government, through the Recruitment Portal only (<http://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/Certificate of Conduct as applicable, in PDF format, which are to be uploaded through the Portal. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the ministry where they are performing duties, that they are officially performing duties in such ministry. The

iwettqu d-dmirijiet f'dak il-ministeru. Id-data tal-għeluq tal-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Gimgha, 15 ta' Frar, 2019. Ittra elettronika generata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Ohra

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

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

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

pubblikazzjoni tar-riżultat;

il-proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

eżami mediku;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mill-Uffiċċju tad-Direttur Ġenerali, Dipartiment tal-Qrati tal-Ġustizzja, ir-Raba' Sular, Kamra 418, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Dipartiment huma ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 u ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

1st February, 2019

MINISTERU GĦALL-ĠUSTIZZJA,  
KULTURA U GVERN LOKALI

**Pożizzjoni ta' Deputat Registratur (Diploma)  
fid-Dipartiment tal-Qrati tal-Ġustizzja (Malta)  
fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali**

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

1. Id-Direttur Ġenerali, Dipartiment tal-Qrati tal-Ġustizzja (Malta), fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali jilqa' applikazzjonijiet għall-pożizzjoni ta' Deputat Registratur (Diploma) fid-Dipartiment tal-Qrati tal-

closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

### Other General Provisions

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

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

the submission of recognition statements in respect of qualifications;

the publication of the result;

the process for the submission of petitions concerning the result;

medical examination;

access to application forms and related details;

retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Office of the Director General, Courts of Justice Department, 4th Floor, Room 418, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Department are ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 and ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

1st February, 2019

MINISTRY FOR JUSTICE, CULTURE  
AND LOCAL GOVERNMENT

**Position of Deputy Registrar (Diploma) at the Courts  
of Justice Department (Malta) within the Ministry for  
Justice, Culture and Local Government**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Director General, Courts of Justice Department (Malta) within the Ministry for Justice, Culture and Local Government invites applications for the position of Deputy Registrar (Diploma) at the Courts of Justice Department

Ġustizzja (Malta) fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali.

(Malta) within the Ministry for Justice, Culture and Local Government.

### **Tul tal-Assignment u Kundizzjonijiet**

2.1 Il-persuna magħżula tinħatar fil-pożizzjoni ta' Deputat Registratur (Diploma) fid-Dipartiment tal-Qrati tal-Ġustizzja, fil-Ministeru għall-Ġustizzja, Kultura u Gvern Lokali.

2.2 Il-pożizzjoni ta' Deputat Registratur (Diploma) hija sugġetta għal perjodu ta' prova ta' sitt (6) xhur.

### **Salarju Marbut mal-Pożizzjoni**

3.1 Is-salarju għall-pożizzjoni ta' Deputat Registratur (Diploma) huwa ekwivalenti għal Skala ta' Salarju 12 li fis-sena 2019 huwa ekwivalenti għal €17,576 fis-sena li jitla' b'żidiet fis-sena ta' €354 sa massimu ta' €19,700, li miegħu tizdied allowance mhux pensjonabbli ta' €2,800 fis-sena.

3.2 Persuna fil-pożizzjoni ta' Deputat Registratur (Diploma) titla' fi Skala ta' Salarju 11 li fis-sena 2019 huwa ekwivalenti għal €18,743 fis-sena li jitla' b'żidiet fis-sena ta' €375.17 sa massimu ta' €20,994 wara tliet (3) snin servizz fil-pożizzjoni ta' Deputat Registratur (Diploma) fi Skala ta' Salarju 12, jekk tkun qdied dmirha b'mod sodisfacenti. Deputat Registratur (Diploma) fi Skala ta' Salarju 11 jibbenefika minn allowance mhux pensjonabbli ta' €2,800 fis-sena.

3.3 Persuna fil-pożizzjoni ta' Deputat Registratur (Diploma) titla' fi Skala ta' Salarju 10 li fis-sena 2019 huwa ekwivalenti għal €19,958 fis-sena li jitla' b'żidiet fis-sena ta' €407.67 sa massimu ta' €22,404 wara sentejn (2) servizz fil-pożizzjoni ta' Deputat Registratur (Diploma) fi Skala ta' Salarju 11, jekk tkun qdied dmirha b'mod sodisfacenti. Deputat Registratur (Diploma) fi Skala ta' Salarju 10 jibbenefika minn allowance mhux pensjonabbli ta' €2,800 fis-sena.

### **Dmirijiet**

4.1 Id-dmirijiet ta' persuna fil-hatra ta' Deputat Registratur (Diploma) fid-Dipartiment tal-Qrati tal-Ġustizzja jinkludu li:

a) tattendi fis-seduti tal-Qorti;

b) tipprepara l-atti tal-kawża għas-seduta tal-Qorti u jiġi assigurat bil-quddiem li l-atti kollha jkunu kompluti u skont il-ligi;

### **Duration of Assignment and Conditions**

2.1 A selected candidate be appointed in the position of Deputy Registrar (Diploma) at the Courts of Justice Department, in the Ministry for Justice, Culture and Local Government.

2.2 The position of Deputy Registrar (Diploma) is subject to a probationary period of six (6) months.

### **Salary Pegged to the Position**

3. The salary attached to the position of Deputy Registrar (Diploma) is equivalent to Salary Scale 12, which in the year 2019 is equivalent to €17,576 per annum rising by annual increments of €354 up to a maximum of €19,700, plus a non-pensionable allowance of €2,800 per annum.

3.2 A Deputy Registrar (Diploma) will progress to Salary Scale 11 which in the year 2019 is equivalent to €18,743 rising by annual increments of €375.17 up to a maximum of €20,994 on completion of three (3) years service in the position of Deputy Registrar (Diploma) in Salary Scale 12, subject to satisfactory performance. A Deputy Registrar (Diploma) in Salary Scale 11 shall also benefit from a non-pensionable allowance of €2,800 per annum.

3.3 A Deputy Registrar (Diploma) will further progress to Salary Scale 10 which in the year 2019 is equivalent to €19,958 rising by annual increments of €407.67 up to a maximum of €22,404 per annum on completion of two (2) years of satisfactory service as Deputy Registrar (Diploma) in Salary Scale 11. A Deputy Registrar (Diploma) in Salary Scale 10 shall also benefit from a non-pensionable allowance of €2,800 per annum.

### **Duties**

4.1 The duties of Deputy Registrar (Diploma) at the Courts of Justice Department include to:

a) attend court sittings;

b) prepare the acts of the proceedings for court sittings and to see in advance that the acts of proceedings are complete and according to law;

- |   |  |
|---|--|
| <p>c) tintaxxa u tevalwa l-ispejjeż ġudizzjarji tal-kawżi;</p> <p>d) tiffirma kull att jew dokument li jrid jiġi ffirmat mir-Registraturi tal-Qrati;</p> <p>e) tassigura li l-lista tal-kawżi titwaħħal man-noticeboards tal-awli fiż-żmien kif stipulat fil-liġi;</p> <p>f) tagħmel dawk il-korrezzjonijiet neċessarji fuq l-atti kif ordnat mill-Qorti;</p> <p>g) tiġbor u tgħaqqad Sentenzi, Digrietni u ordnijiet oħra tal-Qorti;</p> <p>h) tagħmel traskritti tal-proċeduri ġudizzjarji li jkunu ġew irrekordjati b'mezzi elettro-manjetiċi jew xorta oħra;</p> <p>i) tassigura li s-Sentenzi mogħtija jiġu mdaħħla fis-sistema komputerizzata tal-Case Management System;</p> <p>j) tassigura li l-multi imposti mill-Qorti jiġu rreġistrati immedjatament fis-sistema komputerizzata tal-Case Management System;</p> <p>k) iddaħħal u tipproċessa l-informazzjoni u taħdem fuq l-IT Applications tal-Qrati;</p> <p>l) tassigura li d-digital recording tax-xhieda tiġi ttrasferita fuq mezzi oħra għall-finijiet ta' traskrizzjoni;</p> <p>m) tagħmel dawk id-dmirijiet kif assenjati lilha mid-Direttur Ġenerali, Qrati tal-Ġustizzja, mir-Registraturi tal-Qrati, u/jew l-Assistenti tagħhom;</p> <p>n) ttwettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.</p> | <p>c) tax and assess judicial bill of costs;</p> <p>d) sign any act or document required to be signed by the Court Registrars;</p> <p>e) ensure that all lists of Court cases are affixed to the halls' noticeboards within the stipulated time;</p> <p>f) make the necessary corrections ordered by the Court on the judicial act itself;</p> <p>g) collate Judgments, Decrees and other Court orders;</p> <p>h) transcribe judicial proceedings which have been registered by electro-magnetic or by other means;</p> <p>i) ensure that Judgments delivered are entered onto the IT Case Management System;</p> <p>j) ensure that all Court inflicted fines are immediately registered in the IT Case Management System;</p> <p>k) input and process data and work on Courts' IT applications;</p> <p>l) ascertain that the digital recording of evidence is transferred on any medium for onward transmission to transcribers;</p> <p>m) perform duties which may be assigned to him/her by the Director General, Courts of Justice, the Registrars of Courts and/or their Assistants;</p> <p>n) any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.</p> |
|---|--|

4.2 Persuna fil-pożizzjoni ta' Deputat Registratur tkun responsabbli lejn id-Direttur Ġenerali, Qrati tal-Ġustizzja, ir-Registraturi tal-Qrati u/jew l-Assistenti tagħhom.

4.2 A Deputy Registrar (Diploma) will report to the Director General, Courts of Justice, the Registrars of Courts and/or their Assistants.

### **Rekwiziti tal-Eligibbiltà**

### **Eligibility Requirements**

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

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

(i) (a) ċittadini ta' Malta; jew

(i) (a) citizens of Malta; or

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

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



(c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minhabba li jkunu japplikaw għal dak il-pajjiż b'leġislazzjoni 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-ligi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) ikunu proficjenti fil-lingwa Maltija u l-lingwa Ingliża;

(iii) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' korsijiet li bdew minn Ottubru 2003) fil-Laws of Procedure jew Criminology jew kwalifika rikonoxxuta, xierqa, professjonali u komparabbli.

5.2 Kwalifiki li huma ta' livell oġġla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Bachelors fil-Livell 6 tal-MQF, jew ekwivalenti, irid ikollha minimu ta' 180 krettu ECTS/ECVET, fir-rigward ta' korsijiet li bdew minn Ottubru 2003. Kwalifika ta' Masters fil-Livell 7 tal-MQF, jew ekwivalenti, irid ikollha minimu ta' 60 krettu

(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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) must be proficient in the Maltese and English languages;

(iii) in possession of a recognized qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in the Laws of Procedure or Criminology or a recognized, appropriate, professional, comparable qualification.

5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Bachelors qualification at MQF Level 6, or equivalent, must comprise a minimum of 180 ECTS/ECVET credits with regard to programmes commencing October 2003. A Masters qualification at MQF Level 7, or equivalent, must comprise

ECTS/ECVET, jew ekwivalenti, fir-rigward ta' korsijiet li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għadhom għabu l-kwalifiki msemminja hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ghoti tal-kwalifiki msemminja jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eligibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

5.3 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 oghla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oghla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta giet effettiva l-ħatra bhala Officer in Scale jgħoddu bhala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

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

5.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

5.5 Il-kandidati magħżula jridu jkunu eligibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.6 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### **Kors ta' Orjentazzjoni**

6.1 Il-pożizzjoni ta' Deputat Registratur (Diploma) hija interessanti ħafna u toffri sfida għal dawk l-uffiċjali pubbliċi

a minimum of 60 ECTS/ECVET credits, with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.3 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.

5.4 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.5 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.6 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).

### **Orientation Course**

6.1 The position of Deputy Registrar (Diploma) is highly interesting and challenging for public officers seeking a

li qed ifittxu esperjenza professjonali u ta' sodisfazzjon f'waħda mill-ogħla istituzzjonijiet fil-pajjiż.

6.2 Id-Deputati Registraturi (Diploma) huma mistennija li jkollhom kuntatt dirett mal-Membri tal-Ġudikatura u l-professjoni legali, u għalhekk huwa essenzjali li l-applikanti jkollhom apparenza pulita, kif ukoll ikunu dixxiplinati.

6.3 L-applikanti eliġibbli jkunu meħtieġa li jsegwu kors ta' orjentazzjoni li jiffoka fuq il-proċeduri tal-Qorti, kif ukoll fuq id-dmirijiet tad-Deputat Registratur (Diploma). B'hekk il-kandidati jkunu f'pożizzjoni li jiddeċiedu jekk humiex interessati li jkomplu bl-applikazzjonijiet tagħhom u li jattendu għall-intervisti li jsiru minn bord tal-għażla mqabbd biex jintgħażlu dawk il-kandidati li huma l-aktar adatti għal dan l-assignment. Dan il-kors ta' orjentazzjoni jkun imqassam fi tliet darbiet filgħodu u jinkludi diskussjonijiet fuq ir-rwol ta' Deputat Registratur (Diploma), diversi zjajjar fir-Registri tal-Qrati Superjuri u Inferjuri, kif ukoll attendenza f'seduta tal-Qorti.

6.4 Il-Kapijiet tad-Dipartimenti huma mistennija li jibagħtu l-istaff tagħhom li jkunu applikaw għal dan il-kors ta' orjentazzjoni. Dawk l-applikanti li ma jattendux dan il-kors mingħajr raġuni ġustifikata ma jithallewx jattendu għall-intervista.

#### **Sottomissjoni ta' Dokumentazzjoni**

7.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

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

#### **Proċeduri tal-Għażla**

8.1 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%.

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

#### **Sottomissjoni tal-Aplikazzjoni**

9. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Ġenerali, Dipartiment tal-Qrati

rewarding professional experience in one of the country's highest institutions.

6.2 Since Deputy Registrars (Diploma) would be expected to have direct contact with the Members of the Judiciary and the legal profession, it is essential that applicants should be smart in appearance and have a disposition for discipline.

6.3 Eligible applicants will be required to follow an orientation course which will focus on Court procedures and on the duties of the Deputy Registrar (Diploma) so that candidates would be in a position to decide whether they are interested in pursuing their applications and in attending for the interview conducted by a selection board designed to ascertain their suitability for this assignment. The orientation course, which will be held over three mornings, will include a series of talks on the role of the Deputy Registrar (Diploma), familiarisation visits to the Superior and Inferior Court Registries, as well as attendance at a Court sitting.

6.4 Heads of Department are expected to release applicants to attend the orientation course. Applicants who fail to attend the course without a justifiable reason would not be allowed to attend for the interview.

#### **Submission of Supporting Documentation**

7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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

#### **Selection Procedures**

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

8.2 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**

9. Applications are to be submitted, for the attention of the Director General, Courts of Justice Department, Ministry

tal-Ġustizzja, Ministeru għall-Ġustizzja, Kultura u Gvern Lokali, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant), u Service and Leave Record Form (GP 47) aġġornat/Certifikat tal-Kondotta skont kif applikabbli, f'format PDF, li għandhom jiġu mtellgħa permezz tal-Portal. Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, u haddiema tal-RSSL, dawn għandhom jipprezentaw paid/unpaid Leave u Sick Leave records għall-aħħar erba' snin, inkluż kwalunkwe rekords ta' xi azzjonijiet dixxiplinarji (fl-assenza ta' tali rekords, jiġi mifhum li qatt ma tteħdet azzjoni dixxiplinarja). Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, dawn għandhom jipproduċu wkoll konferma mingħand id-DCS tal-ministeru fejn qed iwettqu d-dmirijiet li huma qegħdin uffiċjalment iwettqu d-dmirijiet f'dak il-ministeru. Id-data tal-gheluq tal-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Itra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Oħra

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

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

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

pubblikazzjoni tar-riżultat;

il-proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

eżami mediku;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mill-Uffiċċju tad-Direttur Ġenerali, Dipartiment tal-Qrati tal-Ġustizzja, ir-Raba' Sular, Kamra 418, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Dipartiment huma ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 u ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

L-1 ta' Frar, 2019

for Justice, Culture and Local Government, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/Certificate of Conduct as applicable, in PDF format, which are to be uploaded through the Portal. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the ministry where they are performing duties, that they are officially performing duties in such ministry. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

### Other General Provisions

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

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

the submission of recognition statements in respect of qualifications;

the publication of the result;

the process for the submission of petitions concerning the result;

medical examination;

access to application forms and related details;

retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Office of the Director General, Courts of Justice Department, 4th Floor, Room 418, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Department are, ([www.mjcl.gov.mt](http://www.mjcl.gov.mt)), +356 2124 0458 and ([courts.justice@gov.mt](mailto:courts.justice@gov.mt)).

1st February, 2019

## SERVIZZ PUBBLIKU TA' MALTA

## MALTA PUBLIC SERVICE

**Post ta' ICT Support Assistant fis-Servizz Pubbliku ta' Malta****Post of ICT Support Assistant in the Malta Public Service**

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

*Nomenclatures denoting the male gender include also the female gender.*

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

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

**Termini u Kundizzjonijiet****Terms and Conditions**

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

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

2.2 Is-salarju ta' ICT Support Assistant huwa ta' Skala ta' Salarju 13, li fis-sena 2019 huwa ta' €16,463 fis-sena, li jżied bi €335.50 fis-sena sa massimu ta' €18,476.

2.2 The salary for the post of ICT Support Assistant is Salary Scale 13, which in the year 2019 is equivalent to €16,463 per annum, rising by annual increments of €335.50 up to a maximum of €18,476.

2.3 Persuna fil-grad ta' ICT Support Assistant titla' fi Skala ta' Salarju 12 (€17,576 x €354.00 - €19,700) wara sitt (6) snin servizz fil-grad, jekk tkun qdied dmirha b' mod sodisfaċenti, u jekk tkun lestiet kors ta' ICT toolkit speċifiku relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

2.3 An ICT Support Assistant will progress to Salary Scale 12 (€17,576 x €354.00 - €19,700) on completion of six (6) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT toolkit course related to this grade as established from time to time by the Central Administration.

2.4 Il-persuna magħżula tkun assenjata skont l-eżiġenzi tas-Servizz Pubbliku ta' Malta, kif ukoll tista' tkun trasferita skont l-istess eżiġenzi.

2.4 A selected candidate shall be deployed according to the exigencies of the Malta Public Service, and may also be transferred according to said exigencies.

2.5 Mhux se jkun possibbli li jintalab trasferiment minn dawk appuntati qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu trasferiti fuq talba tagħhom sabiex jaqdu d-dmirijiet tal-post ta' ICT Support Assistant xi mkien ieħor, suġġett għad-disponibbiltà ta' postijiet vakanti u l-eżiġenzi tal-management.

2.5 It will not be possible for appointees to request a transfer on their part 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 own request to carry out duties of the post of ICT Support Assistant elsewhere, subject to availability of vacancies and the exigencies of management.

**Dmirijiet****Duties**

3. Id-dmirijiet ta' persuna fil-ħatra ta' ICT Support Assistant jinkludu li:

3. The duties of ICT Support Assistant include:

(a) taġġmel talbiet għall-għoti ta' servizzi ġodda tal-ICT jew terminazzjoni ta' servizzi antiki tal-ICT;

(a) raising requests for the provision or termination of ICT services;

(b) tipprovdi sapport tekniku u assistenza lill-utenti fl-użu ta' applikazzjonijiet u twestaq 1st level support activities;

(b) providing technical support and assistance to users in using applications and perform 1st level support activities;

(c) tipprovdi sapport tekniku u assistenza lill-utenti fir-riġward ta' printing, scanning u backups fost oħrajn;

(c) providing technical support and assistance to users related to printing, scanning and backups among others;

(d) intallazzjoni, spezzjoni u manutenzjoni ta' hardware u software tal-kompjuters, skont kif rikjest u skont l-istandards, policies u direttivi tal-Gvern;

(d) installing, inspecting and maintaining computer hardware and software as required and in accordance with Government standards, policies and directives;

(e) twettiq b'mod preċiż ta' talbiet li jkunu saru rigward add-ons, moviment, tħassir jew tibdil f'kompjuters personali, oġġetti periferali u network connections, fi żmien xieraq kemm fuq il-post kif ukoll barra mill-post tax-xogħol;

(f) tinstalla line of business software kif rikjest u skont l-istandards, policies u direttivi tal-Gvern;

(g) tassisti fl-installazzjoni, manutenzjoni u tiswija tal-kompjuters, tagħmir awdjoviziv, tagħmir konness mal-kompjuters u tagħmir tal-komunikazzjoni;

(h) tamministra u tipprovdi support għal web portals u Intranets/Extranets fi hdan il-portafoll tal-Ministeru;

(i) manutenzjoni ta' ICT supplies storage, inventarju u kunsinni, u tassisti fit-tneħħija ta' hardware skadut u li m'għadux jintuża;

(j) tassisti fil-generazzjoni u l-manutenzjoni ta' statistiki, rapporti, checklists u dokumenti oħra, relatati mal-ICT, kif neċessarju;

(k) twettaq dmirijiet amministrattivi relatati mal-ICT, inkluż iż-żamma xierqa tad-dokumenti u tar-rekords, u l-kitba tar-rapporti neċessarji;

(l) tassisti fiż-żamma tar-rekords relatati mal-ICT asset management;

(m) iżżomm l-utenti informati dwar tiġib fis-sistema;

(n) twettaq dmirijiet oħra relatati mal-ICT skont id-direzzjonijiet u struzzjonijiet tas-superjuri tiegħu/tagħha;

(o) twettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni u/jew is-Segretarju Permanenti tal-Ministeru rispettiv, is-CIO jew ir-rappreżentanti tagħhom;

### **Rekwiziti tal-Eligibbiltà**

4.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

(c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minhabba li jkunu japplikaw għal dak il-pajjiż

(e) accurately perform requests for add-on's, moves, deletions and changes to personal computers, peripherals and network connections in a timely manner both on site and off site;

(f) installing line of business software as required and in accordance with Government standards, policies and directives;

(g) assist with the setting up, maintenance and repair of computers, audio-visual equipment, computer-linked equipment and communications equipment;

(h) administering and providing support for web portals and Intranets/Extranets within the Ministry portfolio;

(i) maintaining ICT supplies storage, inventory and deliveries and assist in the writing off of obsolete hardware;

(j) assist in generating and maintaining ICT related statistics, reports, checklists and other documentation as necessary;

(k) carry ICT related administrative duties that include filing, record keeping and report writing;

(l) assist in record keeping related to ICT asset management;

(m) keep users informed of any system enhancements;

(n) performing other ICT related works or projects as assigned by superiors;

(o) carry out any other duties as directed by the Principal Permanent Secretary and/or the respective Ministry Permanent Secretary, CIO or their representatives.

### **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

b'leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-  
caqliq ħieles tal-ħaddiema; jew

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

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet  
taċ-Ċittadinanza u Expatriates fi ħdan l-Aġenzija Identity  
Malta skont il-ħtieġa fl-interpretazzjoni tal-provvedimenti  
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-kazijiet  
fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u  
leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata  
skont il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa  
Ingliza;

(iii) (a) Ikollhom kwalifika rikonoxxuta f'Livell 4 tal-  
MQF b'minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti,  
f'Computing u/jew ICT jew kwalifika rikonoxxuta  
professjonli komparabbli; jew.

(b) f'pussess ta' żewġ (2) kwalifiki ta' 'A' Level f'Livell  
4 tal-MQF, jew ekwivalenti, li waħda (1) minnhom trid tkun  
f'suġġett relatat mal-IT u jkunu wkoll fil-pussess ta';

(i) kwalifika li turi li għaddew (almenu fi Grad 1-5, Grad C  
jew komparabbli) f'Livell 3 tal-MQF, f'erba' (4) suġġetti, inkluż  
IT Office Applications Skills. Dawn is-suġġetti għandhom  
jeskludu suġġetti li diġà jidhru bħala suġġetti separati fil-kors  
ta' studju/suġġetti ta' 'A' Level segwit f'Livell 4 tal-MQF; jew

(ii) kwalifika vokazzjonali f'Livell 3 tal-MQF, jew il-  
kwalifika ta' Ċertifikat u Profil tal-Iskola Sekondarja fil-  
Livell 3 tal-MQF, f'erba' (4) suġġetti, inkluż IT Office  
Applications Skills bħala suġġett separat fi ħdan il-programm  
ta' studju. Dawn is-suġġetti għandhom jeskludu suġġetti li  
diġà jidhru bħala suġġetti separati fil-kors ta' studju/suġġetti  
ta' 'A' Level segwit f'Livell 4 tal-MQF; jew

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".

The advice of the Department of Citizenship and  
Expatriate Affairs within the Identity Malta Agency should  
be sought as necessary in the interpretation of the above  
provisions.

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

(ii) able to communicate in the Maltese and English  
languages;

(iii)(a) in possession of a recognised qualification at  
MQF Level 4 with a minimum of 60 ECTS/ECVET credits,  
or equivalent, in Computing and/or ICT or a comparable  
professional qualification; or

(b) in possession of two (2) 'A' Level passes at MQF  
Level 4, or equivalent, one (1) of which must be in an IT  
related subject and must also be in possession of either;

(i) A pass (at least at Grade 1-5, Grade C or a comparable  
level) at MQF Level 3 in four (4) subjects, including IT  
Office Application Skills. These should exclude subjects  
which already feature as separate study units within the  
course/'A' Level subjects pursued at MQF Level 4; or

(ii) A level 3 VET qualification, or a Secondary School  
Certificate and Profiling qualification at MQF level 3, in  
four (4) subjects, including IT Office Application Skills as  
separate study units within the course pursued. These should  
exclude subjects which already feature as separate study  
units within the course/'A' level subjects pursued at MQF  
Level 4; or

(c) Uffiċjali Pubbliċi fi skala mhux inqas minn Skala ta' Salarju 16, li l-ħatra tagħhom f'din l-iskala giet ikkonfermata u li għandhom kwalifika rikonoxxuta f'Computing jew ICT certification f'Livell 3 tal-MQF.

4.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-sugġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew appovati għall-għoti tal-kwalifiki msemmija jew inkella jkun leste b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell ogħla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

Aktar minn hekk, dawk il-kandidati li ma jkunux għadhom ġabu r-rekwiziti speċifikati f'paragrafu 4.1 (iii) formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti ta' tali rekwiziti sal-31 ta' Ottubru, 2019. Jekk jintgħażlu, dawn il-kandidati jridu juru r-rekwiziti indikati f'paragrafu 4.1 (iii) qabel il-ħatra.

4.3 L-applikanti jridu jkun ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.4 Il-kandidati magħżula jridu jkun eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispozzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkoncerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal fuq (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

(c) Public Officers in a scale not below Salary Scale 16, whose appointment in such scale has been confirmed, with a recognised qualification in Computing or ICT Certification at MQF Level 3.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

Moreover candidates who have not yet formally obtained the requisites specified in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they would qualify for such requisites by 31st October, 2019. If selected, such candidates must produce the requisites indicated in paragraph 4.1 (iii) before appointment.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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 Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date.



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

### Proċeduri tal-Għażla

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

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

### Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (People Resourcing and Compliance), Divizjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal biss (<http://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku) jew Ċertifikat tal-Kondotta riċenti (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku) maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u dikjarazzjoni li tgħid jekk qatt kienx fis-Servizz Pubbliku u jingħataw id-dettalji, li għandhom jiġu sottomessi permezz tal-Portal. Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2020. Ittra elettronika generata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni.

7.2 Minhabba l-eżiġenzi tas-Servizz Pubbliku, il-proċess tal-għażla għall-ewwel jikkonsidra applikazzjonijiet li jkunu waslu sa nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Dawk l-applikanti magħżula jitqiegħdu f'lista ta' ordni tal-mertu li tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-rizultat tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

7.3 Madankollu, jekk l-ordni tal-mertu tiġi eżawrita u jibqgħu vakanzi, applikanti oħra jistgħu jiġu assessjati mingħajr il-ħruġ ta' sejha ġdida għal applikazzjonijiet, sakemm ikunu ssottomettew l-applikazzjoni sa nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2020. Tiġi ppubblikata lista ta' ordni tal-mertu għal kull proċess tal-għażla. Kull lista ta' ordni tal-mertu li tiġi ppubblikata tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni.

7.4 L-applikanti huma mhegġa biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet

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 (People Resourcing and Compliance) People and Standards Division, Office of the Prime Minister, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) in pdf format (in case of Public Service Employees) or a Certificate of Conduct in pdf format (in case of non-Public Service employees) issued by the Police or other competent authority not earlier than one (1) month from the date of application, and a statement indicating whether they have ever been in Government Service giving details, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2020. A computer-generated email will be sent as an acknowledgement of the application.

7.2 Due to the exigencies of the Public Service, the selection process will initially consider applications received by noon (Central European Time) of Friday, 15th February, 2019. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3 However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by noon (Central European Time) of Friday, 15th February, 2020. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for two (2) years from date of publication.

7.4 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet

tagħhom peress li numru kbir ta' applikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. Id-Divizjoni dwar Nies u Standards ma tistax tinżamm responsabbli għal xi dewmien minhabba tali diffikultajiet.

Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

### **Dispożizzjonijiet Ġenerali Oħra**

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

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

pubblikazzjoni tar-riżultat;

eżami mediku;

il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttur (People Resourcing and Compliance), Divizjoni 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-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Divizjoni dwar Nies u Standards huma (<https://publicservice.gov.mt/en/people/Pages/Home.aspx>) u ([prc.opm@gov.mt](mailto:prc.opm@gov.mt)).

L-1 ta' Frar, 2019

### **SERVIZZ PUBBLIKU TA' MALTA**

#### **Post ta' ICT Support Officer 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' ICT Support Officer fis-Servizz Pubbliku ta' Malta.

traffic or a fault with the internet connection could lead to difficulties in submission. The People and Standards Division cannot be held responsible for any delay due to such difficulties.

Further details concerning the submission of applications are contained in the general provisions referred to below.

### **Other General Provisions**

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

applicable benefits, conditions and rules/regulations;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Director (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 People and Standards Division are (<https://publicservice.gov.mt/en/people/Pages/Home.aspx>) and ([prc.opm@gov.mt](mailto:prc.opm@gov.mt)).

1st February, 2019

### **MALTA PUBLIC SERVICE**

#### **Post of ICT Support Officer 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 ICT Support Officer in the Malta Public Service.

## Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' ICT Support Officer huwa ta' Skala ta' Salarju 11, li fis-sena 2019 huwa ta' €18,743 fis-sena, li jżied bi €375.17 fis-sena sa massimu ta' €20,994.

2.3 Persuna fil-grad ta' ICT Support Officer titla' fi Skala ta' Salarju 10 (€19,958 x €407.67 - €22,404) wara sitt (6) snin servizz fil-grad, jekk tkun qdied dmirha b'mod sodisfaċenti, u jekk tkun lestiet kors ta' ICT toolkit speċifiku relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

2.4 F'każ ta' istanzi fejn ikun hemm eżiġenzi partikolari, persuni magħżula jkunu meħtieġa jaħdmu fuq bażi ta' shift u joffru support wara l-hinjiet tal-uffiċċju.

2.5 Il-pożizzjoni hija fuq bażi full-time u l-persuna magħżula tista' tkun meħtieġa li taħdem sa massimu ta' ġimgħa ta' xogħol ta' sitt (6) ijiem flessibbli li jvarjaw mis-7.30 a.m. u s-6.30 p.m. b'medja ta' tmien (8) sigħat f'ġurnata, erbgħin (40) siegħa fil-ġimgħa fuq medda ta' sena kalendarja skont skeda ta' xogħol kif stabbilita mis-CIO. Dan jista' jinkludi l-bżonn li taħdem nofstanhari s-Sibtijiet. Dan huwa sugġett għar-regoli u r-regolamenti li jkunu fis-seħħ minn żmien għal żmien fis-Servizz Pubbliku ta' Malta b'mod generali, kif ukoll fl-Uffiċċju tas-CIO. Il-persuna magħżula tkun assenjata skont l-eżiġenzi tas-Servizz Pubbliku ta' Malta, kif ukoll tista' tkun trasferita skont l-istess eżiġenzi.

2.6 Il-persuna magħżula tista' tkun meħtieġa li tuża t-trasport tiegħu/tagħha, f'liema każ għandha tkun fil-pussess tal-liċenzja nadifa tas-sewqan (Kategorija B u Kategorija C1) kif meħtieġ mill-awtorità kompetenti responsabbli għall-ħruġ tal-liċenzji tas-sewqan, b'minimu ta' sentejn (2) esperjenza ta' sewqan tajjeb.

2.7 Mhux se jkun possibbli li jintalab trasferiment minn dawk appuntati qabel perjodu ta' sentejn (2) mill-hatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu trasferiti fuq talba tagħhom sabiex jaqdu d-dmirijiet tal-post ta' ICT Support Officer xi mkien ieħor, sugġett għad-disponibbiltà ta' postijiet vakanti u l-eżiġenzi tal-management.

## Dmirijiet

3. Id-dmirijiet ta' persuna fil-hatra ta' ICT Support Officer jinkludu li:

tassisti fl-analiżi, xiri, implimentazzjoni u evalwazzjoni ta' hardware u software tal-IT;

## Terms and Conditions

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

2.2 The salary for the post of ICT Support Officer is Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.

2.3 An ICT Support Officer will progress to Salary Scale 10 (€19,958 x €407.67 - €22,404) on completion of six (6) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT toolkit course related to this grade as established from time to time by the Central Administration.

2.4 In the case of instances giving rise to requirements that are more demanding, selected candidates would be required to work on shift basis and to offer support after office hours.

2.5 This position is on a full-time basis and the selected candidate may be required to work a maximum of a six (6) day flexible working week varying from 7.30 a.m. and 6.30 p.m. with an average of eight (8) hours a day, forty (40) hours per week distributed over a calendar year according to an established work schedule by the CIO. This may include the need to work half days on Saturdays. This is subject to the rules and regulations governing from time to time the Malta Public Service in general and the CIO Office in particular. A selected candidate shall be deployed according to the exigencies of the Malta Public Service, and may also be transferred according to said exigencies.

2.6 The selected candidate may be required to use his/her own transport, in which case must be in possession of a clean driving licence (Category B and Category C1) as required by the competent authority responsible for the issuing of driving licences, with at least two (2) years of clean driving experience.

2.7 It will not be possible for appointees to request a transfer on their part 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 own request to carry out duties of the post of ICT Support Officer elsewhere, subject to availability of vacancies and the exigencies of management.

## Duties

3. The duties of ICT Support Officer include:

a) assisting in the analysis, purchase, implementation and evaluation of IT hardware and software;

- (b) tagħmel talbiet għall-provediment jew terminazzjoni ta' servizzi tal-ICT;
- (c) tassisti utenti fit-twaqqif tar-rekwiziti tal-ICT, inkluż il-migrazzjoni ta' data għal sistemi oħra u t-tmexxija ta' apparat tal-ICT;
- (d) tipprovdi sostenn tekniku u assistenza fl-utilizzar ta' applikazzjonijiet u tagħmel attivitajiet ta' sostenn fit-tieni livell;
- (e) tissorvelja l-manutenzjoni tal-infrastruttura tan-network;
- (f) timmaniġġja l-inventarju tal-ICT inkluż l-assi tanġibbli u intanġibbli;
- (g) tkun responsabbli għaż-żamma ta' livell ta' hażna xierqa ta' konsumabbli u aċċessorji tal-kompjuter;
- (h) tittestja sistemi ta' applikazzjonijiet u titjib u tassisti fil-User Acceptance Testing;
- (i) tipprovdi u/jew tanalizza data għal għanijiet ta' verifikar u rappurtar;
- (j) tassigura li l-proċeduri u l-prattiki ta' kontroll tal-ICT huma mhaddna u li l-politika tal-ICT tal-Gvern qed tiġi irrispettata;
- (k) tohloq siti elettronici għall-użu pubbliku b'varjetà ta' sistemi ta' mmaniġġjar ta' kontenut u toffri taħriġ lill-utenti;
- (l) tikteb rapporti tekniċi u/jew gwidi għal-użu relatat mal-qasam tal-ICT u rapporti oħra kif jista' jkun meħtieġ mill-management;
- (m) tamministra drittijiet tas-sigurtà u tikkollabora mas-superjuri sabiex is-sistemi tas-sigurtà jitjiebu;
- (n) tiġġenera rapporti ad hoc kif meħtieġa minn database ta' applikazzjonijiet;
- (o) tikkollabora ma' terzi persuni biex tassisti fil-proviżzjoni ta' servizzi tal-ICT u/jew fl-implimentazzjoni ta' proġetti tal-ICT;
- (p) iż-żamma ta' standards tajbin ta' sigurtà fir-rigward tal-kmamar u l-apparat tal-kompjuters;
- (q) tipprovdi sostenn għall-ingranaġġ ta' teknoloġiji tal-mowbajl bħal iOS/Android/Windows mobile devices u cloud based computing;
- (r) minhabba fit-tibdil mgħaġġel fit-teknoloġija, il-persuna mahtura bħala uffiċjal hija meħtieġa li iżzomm ruhha aġġornata mal-avvanzi fl-ICT;
- (b) raising requests for the provision or termination of ICT services;
- (c) assisting users in their ICT setup requirements, including migration of data to other systems and physical movement of ICT equipment;
- (d) providing technical support and assistance to users in using applications and perform 2nd level support activities;
- (e) overseeing the maintenance of the network infrastructure;
- (f) managing ICT inventory including all tangible and intangible assets;
- (g) responsible for maintaining appropriate stock levels of computer consumables and accessories;
- (h) testing system applications and enhancements and assisting in User Acceptance Testing;
- (i) providing and/or analysing data for verification or reporting purposes;
- (j) ensuring that ICT control procedures and practices are in place and that Government ICT Policies are being adhered to;
- (k) creating public facing websites using a variety of content management systems and deliver user training;
- (l) writing technical reports and/or user guides related to the ICT field and other reports as may be required by management;
- (m) administering security rights and liaise with superiors in order to improve systems security;
- (n) generate ad hoc reports as may be required from database application;
- (o) liaising with third parties to assist in the provision of ICT services and/or implementation of ICT projects;
- (p) maintain satisfactory standards of safety and security in relation to computer rooms and equipment;
- (q) provide support for the leverage of mobile technologies such as iOS/Android/Windows mobile devices and cloud based computing;
- (r) due to rapid changes in technology, the officer is required to keep abreast of advancements in ICT;

(s) twestaq xogħol ieħor relatat mal-ICT jew proġetti kif assenjati mis-superjuri;

(t) twestaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet tas-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jinatalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tal-provvedimenti imsemmija hawn fuq.

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

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

(s) performing other ICT related works or projects as assigned by superiors;

(t) any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary

### Eligibility Requirements

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

(i) (a) citizens of Malta; or

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

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

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

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) (a) Ikollhom kwalifika rikonoxxuta f'Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2003) f'Computing u/jew ICT jew kwalifika rikonoxxuta professjonali komparabbli; jew.

(b) Uffiċjali Pubbliċi fi skala mhux inqas minn Skala ta' Salarju 13, li l-ħatra tagħhom f'din l-iskala giet ikkonfermata, bi tliet (3) snin esperjenza ta' xogħol rilevanti u li għandhom kwalifika rikonoxxuta f'Computing jew ICT certification f'Livell 4 tal-MQF b'minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, jew kwalifika rikonoxxuta professjonali komparabbli.

4.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew appovati għall-għoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell ogħla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

Aktar minn hekk, dawk il-kandidati li ma jkunux għadhom ġabu r-rewżiti speċifikati f'paragrafu 4.1 (iii) formalment, xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti ta' tali rekwiziti sal-31 ta' Ottubru 2019. Jekk jintgħażlu, dawn il-kandidati jridu juru r-rewżiti indikati f'paragrafu 4.1 (iii) qabel il-ħatra.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki minghand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

(iii) (a) in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) in Computing and/or ICT or a comparable professional qualification; or

(b) Public Officers in a scale not below Salary Scale 13, whose appointment in such scale has been confirmed, with three (3) years relevant work experience and with a recognised Computing or ICT Certification at MQF Level 4 with a minimum of 60 ECTS/ECVET credits, or equivalent, or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

Moreover candidates who have not yet formally obtained the requisites specified in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they would qualify for such requisites by 31st October 2019. If selected, such candidates must produce the requisites indicated in paragraph 4.1 (iii) before appointment.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

### Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumneti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taht l-ebda ċirkostanza.

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

### Proċeduri tal-Għażla

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

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

### Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (People Resourcing and Compliance), Diviżjoni dwar Nies u Standards, Uffiċċju tal-Prim Ministru, permezz tar-Recruitment Portal biss (<http://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku) jew Ċertifikat tal-Kondotta riċenti (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku) maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u dikjarazzjoni li tgħid jekk qatt kienx fis-Servizz Pubbliku u jingħataw id-dettalji, li għandhom jiġu sottomessi permezz tal-Portal. Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2020. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni.

7.2 Minhabba l-eżiġenzi tas-Servizz Pubbliku, il-proċess tal-għażla għall-ewwel jikkonsidra applikazzjonijiet li jkunu waslu sa nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Dawk l-applikanti magħżula jitqiegħdu f'lista ta' ordni tal-mertu li tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-rizultat tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

### Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 (People Resourcing and Compliance) People and Standards Division, Office of the Prime Minister, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) in pdf format (in case of Public Service Employees) or a Certificate of Conduct in pdf format (in case of non-Public Service employees) issued by the Police or other competent authority not earlier than one (1) month from the date of application, and a statement indicating whether they have ever been in Government Service giving details, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Friday, 15th February, 2020. A computer-generated email will be sent as an acknowledgement of the application.

7.2 Due to the exigencies of the Public Service, the selection process will initially consider applications received by noon (Central European Time) of Friday, 15th February, 2019. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3 Madankollu, jekk l-ordni tal-mertu tiġi eżawrita u jibqa' l-vakanzi, applikanti oħra jistgħu jiġu assessjati mingħajr il-ħruġ ta' sejha ġdida għal applikazzjonijiet, sakemm ikunu ssottomettew l-applikazzjoni sa nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2020. Tiġi ppubblikata lista ta' ordni tal-mertu għal kull proċess tal-għażla. Kull lista ta' ordni tal-mertu li tiġi ppubblikata tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni.

7.4 L-applikanti huma mhegga biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet tagħhom peress li numru kbir ta' applikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. Id-Divizjoni dwar Nies u Standards ma tistax tinzamm responsabbli għal xi dewmien minhabba tali diffikultajiet.

Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

#### **Dispożizzjonijiet ġenerali oħra**

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

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

pubblikazzjoni tar-riżultat;

eżami mediku;

il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttur (People Resourcing and Compliance), Divizjoni 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-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Divizjoni dwar Nies u Standards huma (<https://publicservice.gov.mt/en/people/Pages/Home.aspx>) u ([prc.opm@gov.mt](mailto:prc.opm@gov.mt)).

L-1 ta' Frar, 2019

7.3 However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by noon (Central European Time) of Friday, 15th February, 2020. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for two (2) years from date of publication.

7.4 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The People and Standards Division cannot be held responsible for any delay due to such difficulties.

Further details concerning the submission of applications are contained in the general provisions referred to below.

#### **Other general provisions**

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

applicable benefits, conditions and rules/regulations;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Director (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 People and Standards Division are (<https://publicservice.gov.mt/en/people/Pages/Home.aspx>) and ([prc.opm@gov.mt](mailto:prc.opm@gov.mt)).

1st February, 2019



## MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL

## MINISTRY FOR EDUCATION AND EMPLOYMENT

**Pożizzjoni ta' Project Manager fil-Proġett Llapsi+ (Mt/2016/Amif/4.01) fil-Ministeru għall-Edukazzjoni u x-Xogħol****Position of Project Manager for the Project Llapsi+ (Mt/2016/Amif/4.01) in the Ministry for Education and Employment**

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

*Nomenclatures denoting the male gender include also the female gender.*

Il-Ministeru għall-Edukazzjoni u x-Xogħol (MEDE) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ il-MEDE jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professionali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

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

**1.0 Introduzzjoni****1.0 Introduction**

1.1 Is-Segretarju Permanenti fil-Ministeru għall-Edukazzjoni u x-Xogħol jilqa' applikazzjonijiet għall-pożizzjoni ta' Project Manager fil-proġett LLAPSI+ (MT/2016/AMIF/4.01) fil-Ministeru għall-Edukazzjoni u x-Xogħol. Din il-pożizzjoni hija parzjalment iffinanzjata mill-Unjoni Ewropea taħt il-Fond għall-Azil, il-Migrazzjoni u l-Integrazzjoni 2014-2020.

1.1 The Permanent Secretary within the Ministry for Education and Employment invites applications for the position of Project Manager for the project LLAPSI+ (MT/2016/AMIF/4.01) in the Ministry for Education and Employment. This position is part financed by the European Union under the Asylum, Migration and Integration Fund 2014-2020.

**2.0 Tul tal-Assignment u kundizzjonijiet****2.0 Duration of Assignment and Conditions**

2.1 Persuna magħżula tidhol f'assignment sal-31 ta' Marzu, 2021, bħala Project Manager fil-proġett LLAPSI+ (MT/2016/AMIF/4.01) fi ħdan il-Ministeru għall-Edukazzjoni u x-Xogħol, li jista' jiġi mġedded għal perjodi oħra.

2.1 A selected candidate will enter into an assignment until 31st March, 2021, as a Project Manager for the project LLAPSI+ (MT/2016/AMIF/4.01) within the Ministry for Education and Employment, which may be renewed for further periods.

2.2 Il-pożizzjoni ta' Project Manager hija suġġetta għal perjodu ta' prova ta' tmax-il (12)xahar.

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

2.3 Din il-pożizzjoni hija marbuta ma' terminu ta' żmien fiss jew tkompliġja ta' biċċa xogħol speċifika, u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont Regolament 7(4) ta' L.S. 452.81.

2.3 Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of S.L. 452.81.

**3.0 Salarju marbut mal-pożizzjoni****3.0 Salary pegged to the position**

3.1 Is-salarju għall-pożizzjoni ta' Project Manager huwa ekwivalenti għal Skala ta' Salarju 7, li fis-sena 2019 hu €24,153.00 fis-sena li jitla' b'żidiet fis-sena ta' €531.17 sa massimu ta' €27,340.00.

3.1 The salary attached to the position of Project Manager is equivalent to Salary Scale 7, which in the year 2019 is, €24,153.00 per annum rising by annual increment of €531.17 up to a maximum of €27,340.00.

**4.0 Dmirijiet****4.0 Duties**

4.1 Id-dmirijiet ta' Project Manager (Proġett LLAPSI+) jinkludu li:

4.1 The duties of Project Manager (LLAPSI+ Project) include:

1. jimmaniġġja l-implimentazzjoni effettiva fl-azzjonijiet tal-Proġett;

1. managing the effective implementation of Project actions;

2. jipprepara progress u kwalunkwe rapport ieħor relatat mal-Proġett kif meħtieġ, u jtella' informazzjoni fis-sit elettroniku tal-Proġett;

3. jamministra l-informazzjoni kollha dwar l-implimentazzjoni tal-proġett LLAPSI+ (MT/2016/AMIF/4.01) u jassigura li l-azzjoni kollha meħtieġa tittiehed f'waqtha;

4. jiddokumenta u jirrapporta l-attivitajiet kollha, li jinkludu kitba u ġabra ta' dokumenti li jservu bħala l-bażi għal immaniġġjar finanzjarju tajjeb;

5. jippartecipa f'laqgħat tal-Kumitat ta' Monitoraġġ, tas-Sottokumitat Settorjali, u laqgħat bilaterali kif mitlub/mistenni;

6. iwettaq dmirijiet oħra kif mitlub mill-Project Leader jew mis-Segretarju Permanenti tal-Ministeru għall-Edukazzjoni u x-Xogħol;

7. iwettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku kif mitlub mis-Segretarju Permanenti Ewlieni.

## 5.0 Rekwiziti tal-Eligibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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 jkun japplikaw għal dak il-pajjiż b'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkun 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 jkun ngħataw permess ta' residenza taħt

2. preparing progress and any other Project related reports as required, and uploading of information on the Project websites;

3. management of all the relative information on implementation of the project LLAPSI+ (MT/2016/AMIF/4.01) and assurance that all action required is taken in a timely manner;

4. recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;

5. participation in the relevant Monitoring Committees, Sectoral Sub-Committees and bilateral meetings whenever applicable and required;

6. carrying out other duties as may be determined by the Project Leader or the Permanent Secretary of the Ministry for Education and Employment;

7. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

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

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

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

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

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.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwaIngliza;

(iii) fil-pussess ta' kwalifika Masters rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2008) fil-Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy jew Education jew kwalifika professjonali komparabbli, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti; JEW

(iv) fil-pussess ta' kwalifika Bachelors rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003) fil-Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy jew Education jew kwalifika professjonali komparabbli, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti; JEW

(v) Uffiċjali Pubbliċi fi Skala ta' Salarju mhux anqas minn Skala 10, liema ħatra tkun giet ikkonfermata, u li huma fil-pussess ta' kwalifika Bachelors rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003) fil-Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy jew Education jew kwalifika professjonali komparabbli; JEW

(vi) impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku Malti u haddiema tal-RSSL, it-tnejn fl-livell ta' responsabbiltà kumparabbli ma' mhux anqas minn Skala 10 fis-Settur Pubbliku u li l-ħatra tagħhom f'dan il-livell giet ikkonfermata, u li huma fil-pussess ta' kwalifika Bachelors rikonoxxuta f'Livell 6 tal-MQF

members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy or Education or a comparable professional qualification, plus one (1) year of relevant work experience; OR

(iv) in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy or Education or a comparable professional qualification, plus three (3) years relevant work experience; OR

(v) Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy or Education or a comparable professional qualification; OR

(vi) Public Sector employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelors qualification at MQF Level 6 (subject

(suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003) fil-Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy jew Education jew kwalifika professjonali komparabbli; JEW

(vii) jokkupaw din il-pożizzjoni partikolari fuq bażi personali, liema pożizzjoni tkun giet ikkonfermata.

5.2 Biex jiġi ddeterminat u kkumparat il-livell ta' responsabbiltà tal-impjegati tas-Settur Pubbliku li bħalissa qed iwettqu dmirijiet fis-Servizz Pubbliku u tal-ħaddiema tal-RSSL mal-livell ta' responsabbiltà meħtieġ minn uffiċjali pubbliċi li japplikaw għal din il-pożizzjoni, il-Bord tal-Għażla għandu dejjem u formalment jikkonsulta mad-Direttur/HR Manager responsabbli tal-entità rispettiva tas-Settur Pubbliku.

5.3 L-arrangament preżenti, fejn ħaddiema tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku jibqgħu fuq il-kotba tal-entità rispettiva, jibqa' japplika, bil-kunsens tal-entità, f'każ li ħaddiema tas-Settur Pubbliku li jintgħażlu għall-pożizzjoni. Ħaddiema tal-RSSL jibqgħu fuq il-kotba tal-kumpanija.

5.4 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti tal-kwalifiki msemmija jew inkella jkun lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

5.5 L-applikanti jridu jkun ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

5.6 Il-kandidati magħżula jridu jkun eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.5 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management, Economics, Finance, Marketing, Administration, Accounts, Human Resource Management, Procurement, Banking, Arts, Legal Studies, Social Policy, Public Policy or Education or a comparable professional qualification; OR

(vii) An incumbent in the particular position on a personal basis, who has been confirmed in the position.

5.2 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of public officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

5.3 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

5.4 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.5 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.6 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.7 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki minghand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

## 6.0 Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun imtelligħa mal-applikazzjoni fuq l-edurecruitment portal (<https://edurecruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt ebda ċirkostanza.

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

## 7.0 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 tghaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak mitlub f'paragrafi 5.1 sa 5.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

## 8.0 Sottomissjoni tal-Aplikazzjoni

8.1 L-applikazzjonijiet, flimkien curriculum vitae li juru l-kwalifiki u l-esperjenza, kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku); jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jindikaw jekk qatt kinux impjegati tal-Gvern qabel, u flimkien ma' employment history aġġornata maħruġa mill-Jobsplus, jew l-ekwivalenti (fil-każ ta' persuni li mhumiex haddiema fis-servizz pubbliku), li għandhom jiġu sottomessi permezz tal-Portal tal-Ingaġġ tal-Edukazzjoni BISS (<https://edurecruitment.gov.mt>) sa mhux aktar tard minn nofsinhar (Ħin Centrali Ewropew) ta' nhar it-Tnejn, 18 ta' Frar, 2019.

Irċevuta awtomatika tintbagħat permezz ta' email tinforma lill-applikant li l-applikazzjoni tkun waslet. Aktar assistenza tista' tinkiseb minn Edu Servizz.gov bin-numru tat-telefown 153.

Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, u haddiema tal-RSSL, dawn għandhom jipprezentaw paid/unpaid Leave u Sick Leave records għall-aħħar erba' snin, inkluż kwalunkwe rekords

5.7 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).

## 6.0 Submission of Supporting Documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal (<https://edurecruitment.gov.mt>), when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

## 7.0 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 5.4, have proven relevant work experience.

## 8.0 Submission of Applications

8.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) (in the case of Public Service Employees); or a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have ever been in Government Service giving details together with an updated History of Employment obtained from Jobsplus or its equivalent (in case of non-Public Service employees), are to be submitted through the Online Education Recruitment Portal ONLY (<http://edurecruitment.gov.mt>) by not later than noon (Central European Time) of Monday, 18th February, 2019.

An automatic receipt will be sent through email informing you that the applicant's application was submitted successfully. Further assistance with the application can be obtained from Edu Servizz.gov on telephone number 153.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any

ta' xi azzjonijiet dixxiplinarji (fl-assenza ta' tali rekords, jiġi mifhum li qatt ma ttehdet azzjoni dixxiplinarja). Fil-każ ta' impjegati tas-Settur Pubbliku li qed iwettqu dmirijiet fis-Servizz Pubbliku, dawn għandhom jipproduċu wkoll konferma mingħand id-DCS tal-Ministeru fejn qed iwettqu d-dmirijiet li huma qegħdin uffiċjalment iwettqu d-dmirijiet f'dak il-ministeru.

8.2 L-applikanti huma mhegġa biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet tagħhom peress li numru kbir ta' applikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. MEDE ma tistax tinżamm responsabbli għal xi dewmien minħabba tali diffikultajiet.

8.3 Aktar dettalji dwar is-sottomissjoni tal-applikazzjoni jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

## 9.0 Dispożizzjonijiet Ġenerali Ohra

9.1 Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

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

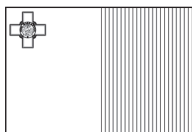
sottomissjoni ta' dikjarazzjoni ta' rikonnoxximent dwar il-kwalifiki;  
pubblikazzjoni tar-riżultat;  
eżami mediku;  
proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati (mhux applikabbli fid-dawl ta' paragrafu 7.1 hawn fuq);  
żamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-1 ta' Frar, 2019



Fond għall-Azil, Migrazzjoni u Integrazzjoni 2014-2020  
Dan il-proġett huwa parzjalment iffinanzjata mill-Unjoni Ewropea  
Rata ta' kofinanzjament: 75% Fondi UE; 25% Fondi Benefiċjarji  
Gestjoni Sostenibbli ta' Sigurtà Interna



*Asylum, Migration and Integration fund 2014-2020  
This project is part-financed by the European Union  
Co-financing rate: 75% EU Funds; 25% Beneficiary Funds  
Sustainable Management of Migration Flows*

disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such ministry.

8.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

8.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

## 9.0 Other General Provisions

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

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

submission of recognition statements in respect of qualifications;  
publication of the result;  
medical examination;  
the process for the submission of petitions concerning the result;

access to application forms and related details (not applicable in view of paragraph 7.1);  
retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

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

1st February, 2019

## MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL

## MINISTRY FOR EDUCATION AND EMPLOYMENT

**Požizzjoni ta' Project Officer fil-Proġett Llapsi+ (Mt/2016/Amif/4.01) fil-Ministeru għall-Edukazzjoni u x-Xogħol****Position of Project Officer for the Project Llapsi+ (Mt/2016/Amif/4.01) in the Ministry for Education and Employment**

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

*Nomenclatures denoting the male gender include also the female gender.*

Il-Ministeru għall-Edukazzjoni u x-Xogħol (MEDE) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, il-MEDE jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

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

**1.0 Introduzzjoni****1.0 Introduction**

1.1 Is-Segretarju Permanenti fil-Ministeru għall-Edukazzjoni u x-Xogħol jilqa' applikazzjonijiet għall-pożizzjoni ta' Project Officer fil-proġett LLAPSI+ (MT/2016/AMIF/4.01) fil-Ministeru għall-Edukazzjoni u x-Xogħol. Din il-pożizzjoni hija parzjalment iffinanzjata mill-Unjoni Ewropea taħt il-Fond għall-Azil, il-Migrazzjoni u l-Integrazzjoni 2014-2020.

1.1 The Permanent Secretary within the Ministry for Education and Employment invites applications for the position of Project Officer for the project LLAPSI+ (MT/2016/AMIF/4.01) in the Ministry for Education and Employment. This position is part financed by the European Union under the Asylum, Migration and Integration Fund 2014-2020.

**2.0 Tul tal-Assignment u Kundizzjonijiet****2.0 Duration of Assignment and Conditions**

2.1 Persuna magħżula tidhol f'assignment sal-31 ta' Marzu, 2021 bħala Project Officer fil-proġett LLAPSI+ (MT/2016/AMIF/4.01) fi hdan il-Ministeru għall-Edukazzjoni u x-Xogħol, li jista' jiġi mġedded għal perjodi oħra.

2.1 A selected candidate will enter into an assignment until 31st March, 2021 as a Project Officer for the project LLAPSI+ (MT/2016/AMIF/4.01) within the Ministry for Education and Employment, which may be renewed for further periods.

2.2 Il-pożizzjoni ta' Project Officer hija suġġetta għal perjodu ta' prova ta' tmax-il (12) xahar.

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

2.3 Din il-pożizzjoni hija marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont Regolament 7(4) ta' L.S. 452.81.

2.3 Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of S.L. 452.81.

**3.0 Salarju Marbut mal-Požizzjoni****3.0 Salary Pegged to the Position**

3.1 Is-salarju għall-pożizzjoni ta' Project Officer huwa ekwivalenti għal Skala ta' Salarju 9, li fis-sena 2019 hi €21,252.00 fis-sena li jitle' b'żidiet fis-sena ta' €447.33 sa massimu ta' €23,936.00.

3.1 The salary attached to the position of Project Officer is equivalent to Salary Scale 9, which in the year 2019 is, €21,252.00 per annum rising by annual increment of €447.33 up to a maximum of €23,936.00.

**4.0 Dmirijiet****4.0 Duties**

4.1 Id-dmirijiet ta' Project Officer (Proġett LLAPSI+) jinkludu li:

4.1 The duties of Project Officer (LLAPSI+ Project) include:

1. jassisti fl-immaniġġjar ta' implimentazzjoni effettiva fl-azzjonijiet tal-Proġett;

1. assist in the managing of effective implementation of Project actions;

2. jassisti fl-iżvilupp ta' pjanijiet ta' xogħol, li jinkludu t-tqassim tal-kompiti, skadenzi, monitoraġġ tal-progress tal-Proġett;

3. jassisti fil-preparazzjoni tal-progress u kwalunkwe rapport ieħor relatat mal-Proġett kif meħtieġ, u jtellja informazzjoni fis-sit elettroniku tal-Proġett;

4. jassisti fl-amministrazzjoni tal-informazzjoni kollha dwar l-implimentazzjoni tal-proġett LLAPSI+ (MT/2016/AMIF/4.01) u jassigura li l-azzjoni kollha meħtieġa tittiehed f'waqtha;

5. jiddokumenta u jirrapporta l-attivitajiet kollha, li jinkludu kitba u gabra ta' dokumenti li jservu bħala l-bażi għal immaniġġjar finanzjarju tajjeb;

6. taħt id-direzzjoni tal-Leader u Amministrazzjoni tal-Proġett, jorganizza u jipparteċipa fil-laqgħat rilevanti kull meta jkun applikabbli u meħtieġ;

7. jassisti fil-kompilazzjoni tat-talba għall-kwotazzjonijiet, dokumenti ta' Tenders u proċessi ta' għażla u kwalunkwe xogħol ieħor relatat;

8. jikkordina ma' entitajiet ikkonċernati rilevanti, dipartimenti u taqsimiet għal tmexxija bla xkiel fl-attivitajiet tal-Proġett;

9. iżomm id-dokumentazzjoni kollha meħtieġa għall-Proġett kif ukoll itella' d-dokumentazzjoni meħtieġa fuq il-Management Information System, u jassigura l-manteniment tajjeb tal-Project Files;

10. iwettaq dmirijiet oħra kif mitlub mill-Project Leader jew mis-Segretarju Permanenti tal-Ministeru għall-Edukazzjoni u x-Xogħol;

11. iwettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku kif mitlub mis-Segretarju Permanenti Ewlieni.

## 5.0 Rekwiziti tal-Eligibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' impjieġ bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

(c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieġ minhabba li jkun japplikaw għal dak il-pajjiż

2. assist in the development of work plans, including setting tasks, deadlines and monitoring progress of the Project;

3. assist in the preparation of progress and any other Project related reports as required, and uploading of information on the Project websites;

4. assist in the management of all the relative information on implementation of the project LLAPSI+ (MT/2016/AMIF/4.01) and assurance that all action required is taken in a timely manner;

5. recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;

6. under the direction of the Project Leader and Administration, organise and participate in the relevant meetings whenever applicable and required;

7. assisting in the compilation of request for quotations, tender documents and selection processes and any other related duties;

8. liaising with the relevant stakeholders, departments and sections for the smooth running of the Project activities;

9. maintaining all the necessary documentation for the Project as well as uploading the necessary documentation on the Management Information System, and ensuring an optimal upkeep of Project Files;

10. carrying out other duties as may be determined by the Project Leader or the Permanent Secretary of the Ministry for Education and Employment;

11. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

## 5.0 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 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



b'leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-  
caqliq ħieles tal-ħaddiema; jew

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

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet  
taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity  
Malta 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' licenzja tax-xogħol f'dawk il-kazijiet  
fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u  
leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonstata  
skont il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u  
l-lingwaIngliza;

(iii) fil-pussess ta' kwalifika Bachelors rikonoxxuta  
f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu  
ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija  
minn Ottubru 2003) fl-Arts, Education, Laws, Media and  
Knowledge Science; Diplomatic Studies, European Studies,  
Social Sciences, Communications, Policy, Statistics,  
Economics, Management jew Accountancy jew kwalifika  
professjonali komparabbli, flimkien ma' sena (1) esperjenza  
ta' xogħol rilevanti.

5.2 Kwalifiki li huma ta' livell oghla minn dak mitlub  
hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm  
dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Masters  
f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi  
minimu ta' 60 krettu ECTS/ECVET fir-rigward ta' korsijiet  
li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għandhom ġabu l-kwalifiki  
msemmija hawn fuq formalment xorta jiġu kkunsidrati,  
basta jipprovdu evidenza li ġew approvati għall-għoti tal-  
kwalifiki msemmija jew inkella jkunu lestew b'suċċess  
il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti,  
meħuda bħala parti minn programm ta' studju ta' livell oghla  
tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta'

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".

The advice of the Department of Citizenship and  
Expatriate Affairs within the Identity Malta Agency should  
be sought as necessary in the interpretation of the above  
provisions.

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

(ii) able to communicate in the Maltese and English  
languages;

(iii) in possession of a recognised Bachelors qualification  
at MQF Level 6 (subject to a minimum of 180 ECTS/  
ECVET credits, or equivalent, with regard to programmes  
commencing as from October 2003) in Arts, Education,  
Laws, Media and Knowledge Science; Diplomatic Studies,  
European Studies, Social Sciences, Communications,  
Policy, Statistics, Economics, Management or Accountancy  
or a comparable professional qualification, plus one (1) year  
relevant work experience.

5.2 Qualifications at a level higher than that specified  
above will be accepted for eligibility purposes, provided  
they meet any specified subject requirements. A Masters  
qualification at MQF Level 7, or equivalent, must comprise  
a minimum of 60 ECTS/ECVET credits with regard to  
programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained  
any of the above-mentioned qualifications will still be  
considered, provided that they submit evidence that they  
have been approved for the award of the qualifications in  
question, or successfully completed the necessary ECTS/  
ECVETS credits, or equivalent, taken as part of a higher  
recognised MQF level programme of study, as required in

hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

5.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li digà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

5.4 Il-kandidati magħzula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 sa 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

## 6.0 Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tiġi mtellgħa mal-applikazzjoni fl-edurecruitment portal (<https://edurecruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt ebda ċirkostanza.

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

## 7.0 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 mitlub f'paragrafi 5.1 sa 5.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

## 8.0 Sottomissjoni tal-Aplikazzjoni

8.1 L-applikazzjonijiet, flimkien Curriculum Vitae li juru l-kwalifiki u l-esperjenza, kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku); jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jindikaw jekk qatt kinux impjegati tal-Gvern qabel, u flimkien ma' employment history

the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.3 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 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).

## 6.0 Submission of Supporting Documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal (<https://edurecruitment.gov.mt>), when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

## 7.0 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 5.4, have proven relevant work experience.

## 8.0 Submission of Applications

8.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) (in the case of Public Service Employees); or a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have ever been in Government Service giving details together with an

agġornata maħruġa mill-Jobsplus, jew l-ekwivalenti (fil-każ ta' persuni li mhumiex haddiema fis-servizz pubbliku), li għandhom jiġu sottomessi permezz tal-Portal tal-Ingagg tal-Edukazzjoni BISS (<https://edurecruitment.gov.mt>) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 18 ta' Frar, 2019.

Irċevuta awtomatika tintbagħat permezz ta' ittra elettronika biex tinforma lill-applikant li l-applikazzjoni tkun waslet. Aktar assistenza tista' tinkiseb minn Edu Servizz.gov bin-numru tat-telefown 153.

8.2 L-applikanti huma mhegġa biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet tagħhom peress li numru kbir ta' aplikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. MEDE ma tistax tinżamm responsabbli għal xi dewmien minhabba tali diffikultajiet.

8.3 Aktar dettalji dwar is-sottomissjoni tal-applikazzjoni jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

## 9.0 Dispożizzjonijiet ġenerali oħra

9.1 Dispożizzjonijiet ġenerali oħra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

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

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

pubblikazzjoni tar-riżultat;

eżami mediku;

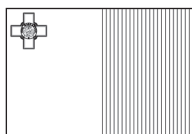
proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati (mhux applikabbli fid-dawl ta' paragrafu 7.1 hawn fuq); zamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-1 ta' Frar, 2019



Fond għall-Azil, Migrazzjoni u Integrazzjoni 2014-2020  
Dan il-proġett huwa parzjalment iffinanzjat mill-Unjoni Ewropea  
Rata ta' kofinanzjament: 75% Fondi UE; 25% Fondi mill-Benefiċjarju  
Ġestjoni Sostenibbli ta' Sigurtà Interna



*Asylum, Migration and Integration Fund 2014-2020  
This project is part-financed by the European Union  
Co-financing rate: 75% EU Funds; 25% Beneficiary Funds  
Sustainable Management of Migration Flows*

updated History of Employment obtained from Jobsplus or its equivalent (in case of non-Public Service employees), are to be submitted through the Online Education Recruitment Portal ONLY (<http://edurecruitment.gov.mt>) by not later than noon (Central European Time) of Monday, 18th February, 2019.

An automatic receipt will be sent to your email informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

8.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

8.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

## 9.0 Other general provisions

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

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

submission of recognition statements in respect of qualifications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details (not applicable in view of paragraph 7.1);

retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

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

1st February, 2019

## MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL

## MINISTRY FOR EDUCATION AND EMPLOYMENT

**Post ta' Senior Education Support Practitioner  
(Counsellor) fi hdan il-Ministeru għall-Edukazzjoni  
u x-Xogħol**

**Post of Senior Education Support Practitioner  
(Counsellor) within the Ministry for Education  
and Employment**

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

*Nomenclatures denoting the male gender include also the female gender.*

Il-Ministeru għall-Edukazzjoni u x-Xogħol (MEDE) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, il-MEDE jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

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

### 1.0 Introduzzjoni

### 1.0 Introduction

1.1 Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni u x-Xogħol (MEDE), jilqa' applikazzjonijiet għall-post ta' Senior Education Support Practitioner (SESP) (Counsellor) fi hdan il-Ministeru għall-Edukazzjoni u x-Xogħol.

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the post of Senior Education Support Practitioner (SESP) (Counsellor) within the Ministry for Education and Employment.

### 2.0 Termini u Kundizzjonijiet

### 2.0 Terms and Conditions

2.1 Din il-ħatra hija sugġetta għal perjodu ta' prova ta' tmax-il (12) xahar, u l-persuna magħżula tkun mistennija li taħdem il-hinijiet tas-servizz generali.

2.1 This appointment is subject to a probationary period of twelve (12) months, and the selected candidate will be expected to work general service hours.

2.2 Is-salarju ta' SESP (Counsellor) huwa ta' Skala ta' Salarju 8, li fl-2019 huwa €22,645.00 fis-sena, li jiżdied b'€486.83 fis-sena sa massimu ta' €25,566.00.

2.2 The salary for the post of SESP (Counsellor) is Salary Scale 8, which in 2019 is, €22,645.00 per annum, rising by annual increments of €486.83 up to a maximum of €25,566.00.

### 3.0 Dmirijiet

### 3.0 Duties

3.1 Id-dmirijiet ta' persuna fil-ħatra ta' SESP (Counsellor) jinkludu li:

3.1 The duties of SESP (Counsellor) include:

(a) tamministra counselling sessions fuq livell individwali jew fi grupp bħala parti minn servizz ta' prevenzjoni integrata u intervenzjoni;

(a) carrying out counselling sessions on an individual or group level as part of an integrated preventive and intervention service;

(b) tassigura li s-servizz tal-Counselling jingħata għarfien xieraq fil-kuntest tal-iskola;

(b) ensuring that the counselling services are well promoted in the school context;

(c) taħdem f'kollaborazzjoni mill-qrib mal-Principal Education Support Practitioner (Counsellor), l-Education Support Practitioner u l-guidance teachers;

(c) working in close collaboration with the Principal Education Support Practitioner (Counsellor), the Education Support Practitioner and guidance teachers;

(d) taħdem f'kollaborazzjoni mill-qrib mal-Principal tal-Kulleġġ, mat-tim edukattiv psiko-soċjali tal-Kulleġġ, mal-amministrazzjonijiet tal-iskola, u mad-Dipartiment tas-Servizzi Nazzjonali ta' Sapport għall-Iskejjeġel u professjonisti oħra impjegati ma' entitajiet oħra governattivi u anke

(d) working in close collaboration with the College Principal, the College Education Psycho-Social Team, the School Management Teams, the National School Support Services Department DES and other professionals employed with other government entities and also with

nongovernattivi biex jiġi assigurat l-użu massimu ta' riżorsi għall-benefiċċju tal-istudent;

(e) tassigura li r-rekords u s-sistemi ta' llogġjar dwar l-interventi kollha mal-istudenti jinżammu filwaqt li tiggarantixxi li l-kunfidenzjalità tinżamm dejjem skont il-provvisti legali eżistenti;

(f) tagħti l-kontribut tagħha fil-kompilazzjoni tar-rapporti annwali;

(g) tiġbor u tanalizza informazzjoni dwar il-qagħda kurrenti tal-istudenti għall-fini ta' laqgħat tal-professjonisti jew case conferences għall-ġid tal-istudenti nfushom;

(h) tlaqqa' l-SMTs ta' kull skola tal-Kulleġġ mal-guidance teachers u membri oħra tat-tim multidixxiplinarju tal-Kulleġġ biex jiddiskutu dwar il-każijiet tal-istudenti u jiehdu azzjonijiet neċessarji;

(i) tkun marbuta li tagħti rendikont ta' għemilha lill-Principal Education Support Practitioner (Counsellor), lill-Education Officer (Counselling), lill-Assistent Direttur Servizzi Edukattivi Psiko-Soċjali, u lid-Direttur tas-Servizzi Nazzjonali ta' Sapport għall-Iskejjel;

(j) twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku fuq struzzjonijiet mogħtija mid-Direttur Ġenerali (DSE);

(k) twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku fuq struzzjonijiet tas-Segretarju Permanenti Ewlieni.

3.2 Aktar dettalji dwar id-dmirijiet ta' Senior Education Support Practitioner (Counsellor) jistgħu jinkisbu mis-sit elettroniku (<https://education.gov.mt/en/Pages/vacancies.aspx>).

3.3 Persuna magħżula bħala Senior Education Support Practitioner (Counsellor) taħdem fuq bażi ta' Kulleġġ kemm fil-livell primarju kif ukoll fil-livell sekondarju, li tappoġġja l-istudenti, l-istaff tal-iskola u lill-ġenituri fiż-żewġ livelli biex b'hekk tassigura kontinwità aħjar fl-iżvilupp edukattiv tal-istudenti u prattika professjonali aħjar. Is-Senior Education Support Practitioners (Counsellors) huma mistennija li jaħdmu f'qafas ta' tim multidixxiplinarju.

3.4 L-applikanti magħżula jsirillohom proċess ta' induction fl-ambjent u s-sistema tal-Kulleġġ u tal-iskola organizzat mill-MEDE.

#### 4.0 Rekwiziti tal-Eligibbiltà

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

non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;

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

(f) contributing to annual reports;

(g) collecting and analysing information about the current situation of the students in order to assist in professionals' meetings or case conferences for the benefit of the student;

(h) meeting SMTs in each school of the College, together with guidance teachers and other members of the college multi-disciplinary team, for case reviews and other related work to the counselling services;

(i) being accountable to the Principal Education Support Practitioner (Counsellor), the Education Officer (Counselling), the Assistant Director Education Psycho-Social Service Manager and the Director National School Support Services;

(j) performing any other duties as according to the exigencies of the Public Service as directed by the Director General (DES);

(k) performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details of the job description for the post of Senior Education Support Practitioner (Counsellor) can be obtained from the website: ([ttps://education.gov.mt/en/Pages/vacancies.aspx](https://education.gov.mt/en/Pages/vacancies.aspx)).

3.3 A Senior Education Support Practitioner (Counsellor) will work on a College basis at both primary and secondary level supporting students, school staff and parents at both levels thus ensuring better continuity in the educational development of students and better professional practice. Senior Education Support Practitioners (Counsellors) are expected to operate in a multi-disciplinary team framework.

3.4 A selected candidate shall undergo an induction process in the College and school environment and system organised by MEDE.

#### 4.0 Eligibility Requirements

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

(i) (a) ċittadini ta' Malta; jew

(b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni 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'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

(iii) fil-pussess ta' Warrant tal-Counselling, maħruġ mill-Malta Council tal-Counselling Profession; u

(iv) fil-pussess ta' kwalifika ta' Masters rikonoxxuta f'Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2008) fil-Counselling, kif stipulat mill-Counselling Profession Act 2015, jew kwalifika professjonali kumparabbli.

4.2 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

(i) (a) citizens of Malta; or

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

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

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

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

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) in possession of a Counselling Warrant, issued by the Malta Council of the Counselling Profession; and

(iv) in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Counselling as stipulated by the Counselling Profession Act 2015, or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Dawk il-kandidati li ma jkunux għadhom għabu l-kwalifiki msemija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ghoti tal-kwalifiki msemija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eligibbiltà ta' hawn fuq, sal-hin u d-data tal-gheluq ta' din is-sejha għall-applikazzjonijiet.

4.3 Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li nġhataw il-hatra ta' Officer in Scale permezz ta' deċiżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad oghla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oghla bl-istess skala ta' dik tal-hatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta ġiet effettiva l-hatra bhala Officer in Scale jgħoddu bhala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

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

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jahdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-hatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-hin u d-data tal-gheluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-hatra.

4.6 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-fohloq aktar 'l isfel).

## 5.0 Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun uploaded mal-applikazzjoni fuq l-edurecruitment portal (<https://edurecruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-gheluq tas-sejha għall-applikazzjonijiet, taħt ebda ċirkostanza.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

## 5.0 Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal (<https://edurecruitment.gov.mt>), when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

## 6.0 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 mitlub f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

## 7.0 Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet, flimkien ma' Curriculum Vitae li juru l-kwalifiki u l-esperjenza, kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku); jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jindikaw jekk qatt kinux impjegati tal-Gvern qabel, u flimkien ma' employment history aġġornata maħruġa mill-Jobsplus, jew l-ekwivalenti (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku), li għandhom jiġu sottomessi permezz tal-Portal tal-Ingaġġ tal-Edukazzjoni BISS (<https://edurecruitment.gov.mt>) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, it-18 ta' Frar, 2019.

Irċevuta awtomatika tintbagħat lilek permezz ta' ittra elettronika li tinformak li l-applikazzjoni tiegħek waslet. Jekk teħtieġ assistenza, ġentilment ikkuntattja lil Edu Servizz.gov bin-numru tat-telefown 153.

7.2 L-applikanti huma mhegġa biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet tagħhom peress li numru kbir ta' applikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. MEDE ma jistax jinżamm responsabbli għal xi dewmien minhabba tali diffikultajiet.

7.3 Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

## 8.0 Dispożizzjonijiet Ġenerali Oħra

8.1 Dispożizzjonijiet ġenerali oħra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

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

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

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

## 6.0 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.

## 7.0 Submission of Applications

7.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) (in the case of Public Service Employees); or a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have ever been in Government Service giving details together with an updated History of Employment obtained from Jobsplus or its equivalent (in case of non-Public Service employees), are to be submitted through the Online Education Recruitment Portal ONLY (<http://edurecruitment.gov.mt>) by not later than noon (Central European Time) of Monday, 18th February, 2019.

An automatic receipt will be sent to your email informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

## 8.0 Other General Provisions

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

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

submission of recognition statements in respect of qualifications;



pubblikazzjoni tar-riżultat;  
eżami mediku;  
proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati (mhux applikabbli fid-dawl ta' paragrafu 7.1 hawn fuq);  
żamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

1-1 ta' Frar, 2019

MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL

**Post ta' Education Support Practitioner  
(Career Advisor) fi hdan il-Ministeru  
għall-Edukazzjoni u x-Xogħol**

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

Il-Ministeru għall-Edukazzjoni u x-Xogħol (MEDE) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, il-MEDE jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

**1.0 Introduzzjoni**

1.1 Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni u x-Xogħol (MEDE), jilqa' applikazzjonijiet għall-post ta' Education Support Practitioner (ESP) (Career Advisor) fi hdan il-Ministeru għall-Edukazzjoni u x-Xogħol.

**2.0 Termini u Kundizzjonijiet**

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar, u l-persuna magħżula tkun mistennija li taħdem il-ħinijiet tas-servizz ġenerali.

2.2 Is-salarju ta' ESP (Career Advisor) huwa ta' Skala ta' Salarju 10, li fl-2019 huwa, €19,958.00 fis-sena, li jżdidied b'€407.67 fis-sena sa massimu ta' €22,404.00.

2.3 Persuna fil-grad ta' ESP (Career Advisor) titla' fi Skala 9, li fl-2019 huwa (€21,252.00 x €447.33 - €23,936.00)

publication of the result;  
medical examination;  
the process for the submission of petitions concerning the result;

access to application forms and related details (not applicable in view of paragraph 7.1);  
retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

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

1st February, 2019

MINISTRY FOR EDUCATION AND EMPLOYMENT

**Post of Education Support Practitioner  
(Career Advisor) within the Ministry for Education  
and Employment**

*Nomenclatures denoting the male gender include also the female gender.*

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

**1.0 Introduction**

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the post of Education Support Practitioner (ESP) (Career Advisor) within the Ministry for Education and Employment.

**2.0 Terms and Conditions**

2.1 This appointment is subject to a probationary period of twelve (12) months, and the selected candidate will be expected to work general service hours.

2.2 The salary for the post of ESP (Career Advisor) is Salary Scale 10, which in 2019 is, €19,958.00 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.00.

2.3 An ESP (Career Advisor) will progress to Scale 9, which in 2019 is (€21,252.00 x €447.33 - €23,936.00) on

wara hames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' ESP (Career Advisor) tiġi promossa għall-grad ta' Senior Education Support Practitioner (SESP) (Career Advisor) fi Skala 8, li fl-2019 huwa (€22,645.00 x €486.83 - €25,566.00) wara li tikseb kwalifika ta' Masters rikonoxxuta f'Livell 7 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2008) f'Career Guidance jew kwalifika professjonali kumparabbli, u wara mhux anqas minn hames (5) snin ta' servizz, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

### 3.0 Dmirijiet

3.1 Id-dmirijiet ta' persuna fil-ħatra ta' ESP (Career Advisor) jinkludu li:

(a) tgħin lill-istudenti jagħmlu deċiżjonijiet tajba dwar il-karrieri tagħhom billi tippovdihom informazzjoni u tagħtihom suġġerimenti dwar l-oportunitajiet kurrenti fl-educazzjoni, fit-taħriġ u fl-impjiegi;

(b) tiffaċilita l-oportunità għall-istudenti biex jżviluppaw pjanijiet dwar il-karriera msejsa fuq il-ħiliet, l-interessi, il-valuri u l-abbiltajiet tagħhom;

(c) tgħin lill-istudenti jhejju d-dokumentazzjoni għax-xogħol bħal résumés, applikazzjonijiet kemm għal impjiegi kif ukoll għal xi kors, kif ihejju ruħhom għal xi intervista u strateġji oħra ta' kif wiehed ifittex il-mogħdijiet tal-karrieri;

(d) iżzomm ruħha aġġornata ma' informazzjoni dwar is-suq tax-xogħol, leġiżlazzjoni, żviluppi professjonali u akkademiċi billi żzur lill-employers, lil min jipprovdi t-taħriġ u avvenimenti ta' taħriġ organizzati minn entitajiet edukattivi u professjonali;

(e) torganizza u tipparteċipa fi programmi ta' edukazzjoni dwar karrieri, tissuġġerixxi kelliema, u tikkontribwixxi fil-prezentazzjonijiet ta' sessjonijiet;

(f) taħdem f'kollaborazzjoni mill-qrib mat-tim edukattiv psiko-soġjali tal-Kulleġġ, mal-amministrazzjonijiet tal-iskola, mas-Servizz Nazzjonali ta' Sapport għall-Iskejjel u professjonijiet oħra impjegati ma' entitajiet oħra governattivi u anke nongovernattivi biex jiġi assigurat l-użu massimu ta' riżorsi għall-benefiċċju tal-istudenti;

(g) tassigura li r-rekords u s-sistemi ta' llogġjar dwar l-interventi kollha mal-istudenti jinżammu sew filwaqt li tiggarrantixxi li l-kunfidenzjalità tinzamm dejjem skont il-provvisti legali eżistenti;

(h) tkun marbuta li taġti rendikont ta' għemilha lill-Principal Education Support Practitioner (Career Advisor),

completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 An ESP (Career Advisor) will be promoted to the grade of a Senior Education Support Practitioner (SESP) (Career Advisor) in Scale 8, which in 2019 is (€22,645.00 x €486.83 - €25,566.00) on the attainment of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Career Guidance or a comparable professional qualification, and a minimum of five (5) years experience in the grade, subject to satisfactory performance.

### 3.0 Duties

3.1 The duties of ESP (Career Advisor) include:

(a) helping students make appropriate career decisions by providing information and advice on available education, training and employment opportunities;

(b) facilitating the opportunity for students to develop career plans based on their skills, interests, values and abilities;

(c) helping students with résumés, job and course applications, interview skills, and other career path finding strategies;

(d) keeping up to date with labour market information, legislation, professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies;

(e) organising and participating in careers education programmes, suggesting speakers and contributing to the delivery of sessions;

(f) working in close collaboration with the College Education psycho-social team, school management teams, the National School Support Services and other professionals employed with other government entities and also non-governmental agencies, thereby ensuring maximum utilization of resources for the benefit of the students;

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

(h) being accountable to the Principal Education Support Practitioner (Career Advisor), the Education Officer (Career

lill-Education Officer (Career Guidance), l-is-Servizz Manager Servizzi Edukattivi Psikosoċjali u d-Direttorat tas-Servizzi Nazzjonali ta' Support għall-Iskejjel;

(i) twettaq kwalunkwe kompitu ieħor assenjat mis-Segretarju Permanenti tal-MEDE u/jew ir-rappreżentant tiegħu;

(j) twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet tas-Segretarju Permanenti Ewlieni.

3.2 Aktar dettalji dwar id-dmirijiet ta' Education Support Practitioner (Career Advisor) jistgħu jinkisbu mis-sit elettroniku (<https://education.gov.mt/en/Pages/vacancies.aspx>).

3.3 Persuna fil-pożizzjoni ta' ESP (Career Advisor) tista' tintbagħat taqdi dmirijiet fil-Kulleġġi tal-Istat, Skejjel Primarji u/jew Sekondarji, Resource Centres, Learning Support Centres u istituzzjonijiet edukattivi oħrajn biex tikkontribwixxi għall-implimentazzjoni tal-programm edukattiv individwali jew tal-studenti bi bżonnijiet speċjali f'livell nazzjonali.

#### 4.0 Rekwiziti tal-Eligibbiltà

4.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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 jkun japplikaw għal dak il-pajjiż b'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkun 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 jkun ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-

Guidance), the Education Psycho-Social Service Manager of National School Support Services and the Director, National School Support Services;

(i) performing any other tasks assigned by the Permanent Secretary MEDE and / or his representative;

(j) performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details of the job description for the post of an Education Support Practitioner (Career Advisor) can be obtained from the website: (<https://education.gov.mt/en/Pages/vacancies.aspx>).

3.3 An ESP (Career Advisor) can be deployed to perform duties in State Colleges, Primary and/or Secondary Schools, Resource Centres, Learning Support Centres and any other educational institutions to contribute to the implementation of the individual educational programme of students with special needs at national level.

#### 4.0 Eligibility Requirements

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

(i) (a) citizens of Malta; or

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

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

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

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

istess regolamenti, flimkien mal-membri tal-familja ta' cittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taht ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u l-lingwa Ingliża;

(iii) fil-pussess ta' kwalifika rikonoxxuta Bachelors f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2003 'l quddiem) fl-Edukazzjoni, fis-Social Policy, fil-Youth Work, fil-Psikoloġija, fis-Soċjoloġija jew kwalifika professjonali komparabbli.

4.2 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Masters f'Livell 7 tal-MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVET fir-rigward ta' korsijiet li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

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 oghla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oghla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta ġiet effettiva l-ħatra bhala Officer in Scale jgħoddu bhala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

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

members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) able to communicate in the Maltese and English languages;

(iii) in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2003) in Education, Social Policy, Youth Work, Psychology, Sociology or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regards to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### **5.0 Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tiġi mtellgħa mal-applikazzjoni fuq l-edurecruitment portal (<https://edurecruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taht ebda ċirkostanza.

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

### **6.0 Proċeduri tal-Għażla**

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

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

### **7.0 Sottomissjoni tal-Aplikazzjoni**

7.1 L-applikazzjonijiet, flimkien ma' Curriculum Vitae li juru l-kwalifiki u l-esperjenza, kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku); jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn

4.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

### **5.0 Submission of Supporting Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which must be uploaded on the edurecruitment portal (<https://edurecruitment.gov.mt>), when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

### **6.0 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 200 and the pass mark is 100.

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.

### **7.0 Submission of Applications**

7.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) (in the case of Public Service Employees); or a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month

xahar (1) qabel id-data tal-applikazzjoni u jindikaw jekk qatt kinux impjegati tal-Gvern qabel, u flimkien ma' employment history aġġornata maħruġa mill-Jobsplus, jew l-ekwivalenti (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku), li għandhom jiġu sottomessi permezz tal-Portal tal-Ingagġ tal-Edukazzjoni BISS (<https://edurecruitment.gov.mt>) sa mhux aktar tard minn nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, it-18 ta' Frar, 2019.

Irċevuta awtomatika tintbagħat lilek permezz ta' ittra elettronika li tinformak li l-applikazzjoni tiegħek waslet. Jekk teħtieġ assistenza, għentiment ikkuntattja lil Edu Servizz.gov bin-numru tat-telefown 153.

7.2 L-applikanti huma mhegġa biex ma jistennewx sal-aħħar ġurnata sabiex jissottomettu l-applikazzjonijiet tagħhom peress li numru kbir ta' applikazzjonijiet f'daqqa jew xi ħsara fil-konnessjoni tal-internet tista' twassal għal diffikultajiet fis-sottomissjoni. MEDE ma jistax jinżamm responsabbli għal xi dewmien minħabba tali diffikultajiet.

7.3 Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

## 8.0 Dispożizzjonijiet Ġenerali Ohra

8.1 Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

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

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

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati (mhux applikabbli fid-dawl ta' paragrafu 7.1 hawn fuq);

żamma ta' dokumenti,

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-1 ta' Frar, 2019

from the date of application, and state whether they have ever been in Government Service giving details together with an updated History of Employment obtained from Jobsplus or its equivalent (in case of non-Public Service employees), are to be submitted through the Online Education Recruitment Portal ONLY (<http://edurecruitment.gov.mt>) by not later than noon (=) of Monday, 18th February, 2019.

An automatic receipt will be sent to your email informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

## 8.0 Other General Provisions

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

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

submission of recognition statements in respect of qualifications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details (not applicable in view of paragraph 7.1);

retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>).

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

1st February, 2019

MINISTERU GĦALL-AFFARIJJIET EWROPEJ  
U L-UGWALJANZA

**Post ta' Manager II (People Management) fi hdan  
id-Direttorat għas-Servizzi Korporattivi fil-Ministeru  
għall-Affarijiet Ewropej u l-Ugwaljanza**

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

1. Is-Segretarju Permanenti (Amministrazzjoni) fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza jilqa' applikazzjonijiet għall-post ta' Manager II (People Management) fi hdan id-Direttorat għas-Servizzi Korporattivi fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza.

**Termini u Kundizzjonijiet**

2.1 Din il-hatra hija soġġetta għal perjodu ta' prova ta' tmax-il (12) xahar.

2.2 Is-salarju ta' Manager II (People Management) huwa ta' Skala ta' Salarju 7, li fis-sena 2019 huwa €24,152.98 fis-sena, li jżidied b'€531.17 fis-sena sa massimu ta' €27,340.00.

2.3 Manager II (People Management) jitla' fi Skala 6 (€25,779.02 x €596.33 - €29,357.00 fl-2019) wara tliet (3) snin servizz sodisfaċenti bhala Manager II (People Management) fi Skala ta' Salarju 7.

2.4 Il-persuna ingaġġata hija intitolata sa massimu ta' 15% performance bonus annwali tas-salarju bażiku tagħha, suġġett għal qadi ta' dmirijiet b'mod sodisfaċenti u suġġett għall-policies tal-Amministrazzjoni Ċentrali li jistgħu jiġu fis-seħh minn żmien għal żmien.

2.5 Mhux ser ikun possibbli li jintalab *transfer* qabel perjodu ta' sentejn (2) mill-hatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien iehor fil-qasam ta' speċjalizzazzjoni tagħhom, suġġett għad-disponibbiltà ta' postijiet vakanti u l-eżiġenzi tal-Management.

2.6 Ir-rizultat ta' dan il-proċess tal-għażla jibqa' validu għal sentejn (2) mid-data tal-pubblikazzjoni.

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-hatra ta' Manager II (People Management) jinkludu li:

MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**Post of Manager II (People Management)  
within the Directorate Corporate Services  
in the Ministry for European Affairs and Equality**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary (Administration), Ministry for European Affairs and Equality invites applications for the post of Manager II (People Management) within the Directorate Corporate Service in the Ministry for European Affairs and Equality.

**Terms and Conditions**

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

2.2 The salary for the post of Manager II (People Management) is Salary Scale 7, which in the year 2019 is €24,152.98 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.00.

2.3 A Manager II (People Management) will progress to Salary Scale 6 (€25,779.02 x €596.33 - €29,357.00 in 2019) after three (3) years satisfactory service as Manager II (People Management) in Salary Scale 7.

2.4 The selected candidate will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

**Duties**

3. The duties of Manager II (People Management) include:

i. Tevalwa l-effettività ta' proċessi relatati mas-sezzjoni tal-People Management, u tirrakkomanda kontrolli interni effettivi biex tkun aċċertata konformità leġislattiva u regolatorja;

ii. Tassisti lill-Assistent Direttur (Riżorsi Umani u Amministrazzjoni) fit-tweqqi ta' dmirijiet relatati mar-reklutaġġ, promozzjonijiet u progressjonijiet tal-impjegati fis-servizz ġenerali, messengerial, industrijali, teknici, gradi superviżorji fi ħdan il-Ministeru;

iii. Tissuġgerixxi simplifikazzjoni u/jew tibdil ta' proċessi relatati mal-immaniġġjar tan-nies;

iv. Tassisti fit-tweqqi ta' kontrolli ta' konformità fl-immaniġġjar tan-nies fi ħdan il-Ministeru sabiex tivverifika li l-proċeduri standard stabbiliti u l-implimentazzjoni tal-proċessi delegati qed jiġu rrispettati;

v. Tizviluppa listi ta' kontroll u Standard Operational Procedures biex tiżgura li proċessi, proċeduri u regoli jiġu osservati sabiex tnaqqas riskji ta' nuqqas ta' konformità;

vi. Tiehu deċiżjonijiet infurmati u/jew tagħmel rakkomandazzjonijiet lis-superjuri tagħha fuq kwistjonijiet ta' strateġija, policy, proċedura, affarijiet operattivi u ppjanar tal-immaniġġjar tan-nies;

vii. Tassisti fil-formulazzjoni ta' rapporti, preżentazzjonijiet, rapport annwali u sottomissjonijiet oħra kif meħtieġ;

viii. Tiżgura li direzzjonijiet maħruġa mill-People and Standards Division ikunu dokumentati b'mod xieraq, implimentati u disseminati lill-uffiċċji tal-HR fi ħdan id-dipartimenti fil-Ministeru;

ix. Tassisti fil-formulazzjoni u ġbir tal-HR Plans tal-Ministeru, inkluż l-ivvettjar tal-HR Plans sottomessi mid-direttorati/dipartimenti u entitajiet fi ħdan il-Ministeru u tiżgura li l-vakanzi mitluba huma skont Ftehimiet Kollektivni/Settorali u strutturi ta' salarji approvati;

x. Tiżgura li r-reklutaġġ isir skont l-HR Plans approvati u l-allokazzjoni ta' reklutaġġ estern tal-Ministeru u tiżgura li l-iskadenzi stabbiliti fir-rigward tal-proċessi ta' reklutaġġ ikunu strettament osservati;

xi. Tassisti fid-deskrizzjonijiet tal-impjieg u fl-ispeċifikazzjonijiet tal-impjieg għall-postijiet/pożizzjonijiet kollha meħtieġa;

xii. Tiffaċilita l-proċess ta' reklutaġġ tal-Ministeru inkluż l-abbozzar, l-iċċekkjar, l-i-proċessar u l-ħruġ ta' sejhiet għall-applikazzjonijiet li jsegu l-proċedura meħtieġa kif

i. Assessing the effectiveness of the processes related to the People Management Section and recommend internal controls to ensure legislative and regulatory compliance;

ii. Assisting the Assistant Director (Human Resources and Administration) in performing duties related to the recruitment, promotions and progressions of employees in the general service, messengerial, industrial, technical, and supervisory grades within the Ministry;

iii. Recommending the re-engineering and/or simplification of People Management processes;

iv. Assisting in conducting People Management compliance checks within the Ministry in order to verify that established standard procedures and the implementation of delegated processes are being adhered to;

v. Creating checklists and Standard Operational Procedures to ensure adherence to processes, procedures and regulations to minimise risks of lack of compliance;

vi. Making informed decisions and/or recommendations to his/her superiors on strategic, policy, procedural and operational matters and People Management planning;

vii. Assisting in the formulation of reports, presentation, annual reports and any other submissions as required;

viii. Ensuring that directions issued by the People and Standards Division are adequately documented, implemented and properly disseminated to satellite HR offices within the Ministry's departments;

ix. Assisting in the formulation and collation of the Ministry's HR Plans, including the vetting of HR Plans submitted from Directorates/Departments and entities within the Ministry and ensuring that requested vacancies are in conformity with approved collective/sectoral agreements and salary structures;

x. Ensuring that recruitment is carried out according to the approved HR Plans and the Ministry's yearly external recruitment allocation and that established timeframes in respect of recruitment processes are strictly adhered to;

xi. Assisting in the drafting of job descriptions and job specifications for all posts/positions required.

xii. Facilitating the Ministry's recruitment process including the drafting, vetting, processing and issuing of calls for applications following the necessary procedure as



spjegat u ggwidat mill-policies u regolamenti prevalenti u d-Divizjoni tan-Nies u l-Istandards;

xiii. Thejji dokumenti għal tiġdid u terminazzjoni ta' kuntratti;

xiv. Tirrispondi għad-diffikultajiet li jidhlu permezz ta' korrispondenza, ittri elettronici, telefown, jew kuntatt personali.

xv. Tikkoordina u timplimenta attivitajiet tal-immaniġġjar tan-nies, proġetti u assenjazzjonijiet ad hoc;

xvi. Tanalizza kwalunkwe talbiet għall-allowances, leave u miżuri favur il-familja qabel ma tirreferi għall-approvazzjonijiet mehtieġa;

xvii. Twettaq ir-rwol ta' Uffiċjal għall-Protezzjoni tad-Data fi ħdan id-Direttorat għas-Servizzi Korporattivi;

xviii. Iżżomm records aġġornati ta' deċiżjonijiet u komunikazzjoni maħruġa minn awtoritajiet oġhla permezz tal-ħolqien ta' databases biex tiffacilita l-cross-referencing u l-koerenza fil-proċessi futuri tat-tehid tad-deċiżjonijiet;

xix. Tagħmel monitoraġġ rigward l-implimentazzjoni tad-Direttivi, b'mod partikolari d-Direttivi 7, 9, 10 u 12 u tiżgura konformità fi ħdan il-Ministeru;

xx. Tassisti fl-interpretazzjoni u applikazzjoni tal-Ftehim Settorjali;

xxi. Tagħti assistenza u kjarifiki lid-dipartimenti/direttorati u entitajiet fi ħdan il-Ministeru fir-rigward ta' mistoqsijiet relatati mal-immaniġġjar tan-nies;

xxii. Tiżgura li l-Kuntratti tas-Segretarjat huma konformi mal-linji gwida rilevanti u li t-tiġdid ta' dawn il-kuntratti jittwettaq f'waqtu;

xxiii. Tagħti risposti effettivi u f'waqthom għal mistoqsijiet mitluba mill-Uffiċċju tal-Ombudsman, mill-Uffiċċju tal-Awditur Ġenerali, mit-Taqsima Relazzjonijiet Industrijali, mistoqsijiet parlamentari u istituzzjoni oħra ta' sorveljanza, tassisti u tipprepara risposti u tassigura l-implimentazzjoni ta' rakkomandazzjonijiet kif mitlub mis-superjuri;

xxiv. Tittratta kazijiet ta' dixxiplina skont ir-regolamenti u politiki prevalenti;

xxv. Thejji projezzjonijiet u estimi baġitarji relatati ma' emolumenti personali fuq bażi ta' kull xahar;

outlined and guided by prevailing policies and regulations and the People and Standards Division;

xiii. Preparing documents for renewals and termination of agreements;

xiv. Attending to queries through correspondence, email, telephone or personal contact;

xv. Coordinating and implementing People Management activities, projects and *ad hoc* assignments;

xvi. Analysing any requests for all allowances, leaves, family friendly measures before referring for necessary approvals;

xvii. Performing the role of Data Protection Officer within the Corporate Services Directorate;

xviii. Ensuring updated record-keeping of directions issued by higher authority through the creation of databases to facilitate cross-referencing and coherence in future decision-making processes;

xix. Monitoring the implementation of Directives, particularly to Directives 7, 9, 10 and 12 and ensuring compliance within the Ministry;

xx. Assisting in the interpretation and application of Sectoral Agreements;

xxi. Providing assistance and clarifications to departments/directorates and entities under the Ministry's remit with regard to People Management queries;

xxii. Ensuring that Secretariat Contracts are in conformity with relevant guidelines and that renewals of such contracts are carried out in a timely manner;

xxiii. Provide effective and timely responses to queries raised by the Office of the Ombudsman, National Audit Office, Industrial Relations Unit, Parliamentary Questions and other institution of oversight, assisting in drafting replies and ensure effective implementation of any recommendations as directed by superiors;

xxiv. Dealing with discipline cases in terms of prevailing regulations and policies;

xxv. Preparing projections and budgetary estimates relating to personal emoluments on a monthly basis;

xxvi. Tagħmel monitoraġġ fuq il-proċess tas-salarji u tiżgura li l-allowances li jithallsu jkunu qed jingħataw skont il-Ftehim Kollettiv/Settorjali u regolamenti tal-PSMC jew skont approvazzjonijiet ad hoc li jingħataw;

xxvii. Tagħmel monitoraġġ u supervizjoni tas-subordinati;

xxviii. Iżzomm ruħha aġġornata b'policies, manwali, kodiċijiet, regolamenti u mudelli relatati li jseħħu fl-Amministrazzjoni Pubblika;

xxix. Tikkontribwixxi għall-iżvilupp ta' qafas regolatorju u programmi li jiżguraw l-implimentazzjoni b'suċċess u korretta ta' proċessi delegati tal-immaniġġjar tan-nies;

xxx. Tassisti fil-proċess ta' talbiet għal detailing/deployment/sekondar u trasferimenti skont il-Public Service Management Code u l-manwali rispettivi;

xxxi. Twettaq kwalunkwe kompitu ieħor kif dirett mid-Direttur għas-Servizzi Korporattivi u mis-Segretarju Permanenti (Amministrazzjoni) MEAE; u

xxxii. Dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha 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

xxvi. Monitoring salary processes and ensuring that allowances are being granted according to Collective/Sectoral Agreements and PSMC regulations or *ad hoc* approvals;

xxvii. Monitoring and supervising sub-ordinates;

xxviii. Keeping himself/herself updated with policies, manuals, codes, regulations and related templates occurring within the Public Administration;

xxix. Contributing to the development of a regulatory framework and programmes that will ensure the successful and correct implementation of delegated People Management processes;

xxx. Assisting in the process of requests for detailing/deployment/secondments and transfers as per Public Service Management Code and respective manuals;

xxxi. Carrying out any other task as directed by the Director (Corporate Services) and the Permanent Secretary (Administration) MEAE; and

xxxii. Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### Eligibility Requirements

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

(i) (a) citizens of Malta; or

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

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

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

(e) 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.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi ħdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-kazijiet 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 l-lingwa Inġliża;

(iii) fil-pussess ta' kwalifika ta' Masters rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2008) fil-Work and Human Resources Management, Psikoloġija, Taħriġ u Żvilupp, Public Administration, Public Management jew kwalifika professjonali komparabbli.

4.2 Kwalifiki li huma ta' livell oġhla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell oġhla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

(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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) must be proficient in the Maltese and English language;

(iii) in possession of a recognized Masters qualifications at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Work & Human Resources Management, Psychology, Training & Development, Public Administration, Public Management or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taht l-ebda ċirkostanza.

5.2 Id-dokumenti originali 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 tghaddi hija 50%.

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

### **Sottomissjoni tal-Aplikazzjoni**

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu curriculum vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku) jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jiddikjara jekk qatt kienx fis-Servizz Pubbliku u jingħataw id-dettalji (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku) fil-format tal-PDF li għandhom jiġu sottomessi permezz tal-Portal.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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 Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

### **Selection procedure**

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

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

### **Submission of Applications**

7. Applications, are to be submitted, for the attention of the Director Corporate Services, Ministry for European Affairs and Equality, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47), in pdf format (in case of Public Service Employees) or a Certificate of Conduct in PDF format issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have been in Government Service giving details (in case of non-Public Service employees), which are to be uploaded through the Portal. The closing date of receipt of applications is noon (Central European

Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Gimgha, il-15 ta' Frar, 2019. Tintbagħat ittra elettronika ġġenerata mill-kompjuter bhala riċevuta li l-applikazzjoni tkun dahlet. Aktar dettalji dwar is-sottomissjonijiet tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Oħra

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

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

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

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza, 31B, Tal-Pilar, Triq Marsamxett, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma ([www.meae.gov.mt](http://www.meae.gov.mt)) u ([hr.meae@gov.mt](mailto:hr.meae@gov.mt)).

L-1 ta' Frar, 2019

MINISTERU GĦALL-AFFARIJET EWROPEJ  
U L-UGWALJANZA

**Post ta' Senior Systems Administrator fl-Uffiċċju  
taċ-Chief Information Officer fil-Ministeru  
għall-Affarijiet Ewropej u l-Ugwaljanza**

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

1. Is-Segretarju Permanenti (Amministrazzjoni) fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza jilqa' applikazzjonijiet għall-post ta' Senior Systems Administrator fl-Uffiċċju taċ-Chief Information Officer fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza.

Time) of Friday, 15th February, 2019. 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.

### Other General Provisions

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

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

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Director, Corporate Services at the Ministry for European Affairs and Equality, Tal-Pilar, 31B, Triq Marsamxett, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Directorate are ([www.meae.gov.mt](http://www.meae.gov.mt)) and ([hr.meae@gov.mt](mailto:hr.meae@gov.mt)).

1st February, 2019

MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**Post of Senior Systems Administrator in the Office  
of the Chief Information Officer within the Ministry  
for European Affairs and Equality**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary (Administration), Ministry for European Affairs and Equality invites applications for the post of Senior Systems Administrator in the Office of the Chief Information Officer in the Ministry for European Affairs and Equality.

**Termini u Kundizzjonijiet**

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

2.2 Is-salarju ta' Senior Systems Administrator huwa ta' Skala ta' Salarju 7, li fl-2019 huwa ta' €24,152.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €27,340.00.

2.3 Persuna fil-grad ta' Senior Systems Administrator titla' fi Skala ta' Salarju 6 (€25,779.02 x €596.33 - €29,357.00) wara sitt (6) snin servizz fil-grad, jekk tkun qdriet dmirha b'mod sodisfacenti u sugġett li jitlesta kors speċifiku ta' ICT Toolkit relatat ma' dan il-grad kif stabbilit minn żmien għal żmien mill-Amministrazzjoni Ċentrali.

2.4 Persuna fil-grad ta' Senior Systems Administrator hija eliġibbli għal Performance Bonus sa massimu ta' 10% tas-salarju bażiku.

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-ħatra ta' Senior Systems Administrator jinkludu li:

a) tassisti fl-iżvilupp, aġġornament u implimentazzjoni ta' modi ta' operazzjoni godda, u tiżgura li r-riżorsi disponibbli jkun qad qad jigu utilizzati b'mod effettiv u effiċjenti;

b) tissorvelja l-konsenja ta' servizzi, u dan sabiex jintlaħqu l-għanijiet tas-servizz, u ttwettaq evalwazzjonijiet u assessjar biex jiġi żgurat titjib kontinwu, u li process efficiencies huma implimentati;

c) tassisti fl-iżvilupp u l-implimentazzjoni ta' strateġija biex ittejjeb ir-relazzjonijiet ma' fornituri ewlenin u tiżgura li s-servizzi u l-prodotti tal-IT akkwistati, jikkonformaw bis-sħiħ mas-Service Level Agreements (SLA) relatati, u ma' kwalunkwe obbligu kuntrattwali ieħor;

d) tissorvelja l-persunal tal-operazzjonijiet, inkluż it-taħriġ u l-evalwazzjoni, u l-għoti ta' direzzjoni tax-xogħol lill-persunal tekniku kif meħtieġ;

e) tiżgura l-ħarsien tal-policies u decizjonijiet tal-manigment billi tassumi rwol ewleni fl-implimentazzjoni ta' sistemi/soluzzjonijiet tal-IT;

f) tiżviluppa u tikkordina d-direzzjonijiet tal-proġetti u l-iskedi biex jigu massimizzati l-benefiċċji u jitnaqqsu l-impatti fuq l-utenti tas-sistemi tal-IT;

**Terms and Conditions**

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

2.2 The salary for the post of Senior Systems Administrator is Salary Scale 7, which in the year 2019 is €24,152.98 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.00.

2.3 A Senior Systems Administrator will progress to Salary Scale 6 (€25,779.02 x €596.33 - €29,357.00) on completion of six (6) years satisfactory service in the grade and subject to the completion of a specific ICT Toolkit course related to this grade as established from time to time by the Central Administration.

2.4 A Senior Systems Administrator, is eligible for a Performance Bonus of up to a maximum of 10% of the basic salary.

**Duties**

3. The duties of a Senior Systems Administrator include:

a) assisting in developing, updating and implementing new operating practices, and ensuring all available resources are utilised to effectively and efficiently;

b) overseeing the delivery of services to meet service goals, and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place;

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

d) supervising operations staff including training and evaluating and providing work direction to technical staff as required;

e) ensuring adherence to management policies and decisions by assuming a leading role in the implementation of IT systems/solutions;

f) developing and coordinating project directions and schedules to maximize benefits and minimize impacts on the users of the IT systems;

g) tiżgura u taċċerta s-sigurtà u l-integrità tas-sistemi kollha tal-ICT u tad-data ipproċessata mill-istess sistemi, inkluż user access control, disaster recovery u business continuity procedures;

h) tipprepara rapporti analitiċi dwar it-titjib kontinwu tas-servizz bil-għan li jinkisbu benefiċċji kummerċjali sostenibbli;

i) tikkordina mal-entitajiet rilevanti, fornituri, Chief Information Officer tal-Ministeru u mal-MITA, dwar servizzi, hardware, software u networks tal-ICT biex tiżgura li l-operazzjonijiet tas-sistema jkunu f'waqthom u siguri;

j) tippjana u tiskeda l-installazzjoni ta' hardware, operating systems u applications software;

k) timmaniġġja r-riżorsi tas-sistemi tal-IT, inkluż il-prestazzjoni, kapacità, disponibbiltà, abbiltà tas-servizz, u abbiltà ta' rkupru;

l) iżżomm ruħha aġġornata ma' żviluppi fit-teknoloġija, b'mod partikolari systems administration technology, u tirrakkomanda modi biex jittiehed vantaġġ minn teknoloġiji godda;

m) tagħmel kull xogħol kif imqabba mis-CIO (MEAE), superjuri diretti jew rappreżentanti tiegħu;

n) twettaq dmirijiet oħra kif mitlub mis-Segretarju Permanenti;

o) twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### **Rekwiziti tal-Eligibbiltà**

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha 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

g) ensuring and maintaining security and integrity of all ICT systems and data processed by same systems including user access control, disaster recovery and business continuity procedures;

h) compiling analytical reports about continual service improvement with a view to realise sustainable business benefits;

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

j) planning and scheduling the installation of hardware, operating systems, and applications software;

k) managing the IT systems resources including performance, capacity, availability, serviceability and recoverability;

l) staying current with technological developments in systems administration technology and recommending ways to take advantage of new technology;

m) carrying out any other duties as directed by the CIO (MEAE), direct superiors or his representatives;

n) carrying out any other duties as directed by the Permanent Secretary;

o) performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### **Eligibility Requirements**

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

(i) (a) citizens of Malta; or

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

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

(d) kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieġ 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.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

(ii) ikunu profiċjenti fil-lingwa Maltija u l-lingwaIngliza;

(iii) fil-pussess ta' kwalifika rikonoxxuta fil-Livell 6 tal-MQF, (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li bdew minn Ottubru 2003) fil-Computing u/jew ICT flimkien ma' sentejn (2) esperjenza ta' xogħol rilevanti f'ambjent formali u matur tal-ICT.

4.2 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Masters f'Livell 7 ta' MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 krettu ECTS/ECVETS, fir-rigward ta' korsijiet li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

(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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

(ii) must be proficient in the Maltese and English language;

(iii) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Computing and/or ICT plus two (2) years relevant work experience in a formal and mature ICT environment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.



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

Is-snin ta' servizz mid-data ta' meta giet effettiva l-hatra bhala Officer in Scale jgħoddu bhala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

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

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Certifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-hatra f'dan il-grad, skont 4.1 sa 4.4 hawn fuq, mhux biss sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-hatra.

4.6 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-fohloq aktar 'l isfel).

### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tar-Recruitment Portal (<https://recruitment.gov.mt>). Dawn id-dokumenti ma jistgħux jiġu sottomessi aktar tard minn jumejn ta' xogħol (2) mid-data tal-għeluq tas-sejha għall-applikazzjonijiet, taħt l-ebda ċirkostanza.

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%.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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 Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>). Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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

### **Selection Procedures**

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

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

### Sottomissjoni tal-Applikazzjoni

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza, permezz tar-Recruitment Portal biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu curriculum vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Service and Leave Record Form (GP 47) aġġornat (fil-każ ta' haddiema fis-Servizz Pubbliku) jew Ċertifikat tal-Kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jiddikjara jekk qatt kienx fis-Servizz Pubbliku u jingħataw id-dettalji (fil-każ ta' persuni li mhumiex haddiema fis-Servizz Pubbliku) fil-format tal-PDF li għandhom jiġu sottomessi permezz tal-Portal. Id-data tal-gheluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 15 ta' Frar, 2019. Tintbagħat ittra elettronika gġenerata mill-kompjuter bhala riċevuta li l-applikazzjoni tkun dahlet. Aktar dettalji dwar is-sottomissjonijiet tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

### Dispożizzjonijiet Ġenerali Oħra

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

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

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

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tintbagħat petizzjoni dwar ir-riżultat;

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

jinsabu fis-sit elettroniku tad-Divizjoni dwar Nies u Standards (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) jew jinkisbu mid-Direttorat, għas-Servizzi Korporattivi fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza, 31B, Tal-Pilar, Triq Marsamxett, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jitqiesu bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma ([www.meae.gov.mt](http://www.meae.gov.mt)) u ([hr.meae@gov.mt](mailto:hr.meae@gov.mt)).

L-1 ta' Frar, 2019

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 in SharePoint.

### Submission of Applications

7. Applications, are to be submitted, for the attention of the Director Corporate Services, Ministry for European Affairs and Equality, through the Recruitment Portal only (<https://recruitment.gov.mt>). Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47), in pdf format (in case of Public Service Employees) or a Certificate of Conduct in PDF format issued by the Police or other competent authority not earlier than one (1) month from the date of application, and state whether they have been in Government Service giving details (in case of non-Public Service employees), which are to be uploaded through the Portal. The closing date of receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. 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.

### Other General Provisions

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

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

submission of recognition statements in respect of qualifications;

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 website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from the Director, Corporate Services at the Ministry for European Affairs and Equality, Tal-Pilar, 31B, Triq Marsamxett, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are ([www.meae.gov.mt](http://www.meae.gov.mt)) and ([hr.meae@gov.mt](mailto:hr.meae@gov.mt)).

1st February, 2019

MINISTERU GĦALL-AFFARIJJET  
EWROPEJ U L-UGWALJANZA

MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**Post ta' Manager (Proġetti) mal-Kummissjoni  
tal-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika  
fil-Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza**

**Post of Manager (Projects) within the Commission on  
Gender-Based Violence and Domestic Violence in the  
Ministry for Justice, Culture and Local Government**

*(Permess tal-Jobsplus Nru. 3/2019)*

*(Jobsplus Permit No. 3/2019)*

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

*Nomenclatures denoting the male gender include also the female gender.*

1. Is-Segretarju Permanenti, Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza jilqa' applikazzjonijiet għall-post ta' Manager (Proġetti) mal-Kummissjoni tal-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika.

1. The Permanent Secretary, Ministry for European Affairs and Equality invites applications for the post of Manager (Projects) within the Commission on Gender-Based Violence and Domestic Violence

**Termini u Kundizzjonijiet**

**Terms and Conditions**

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

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

2.2. Is-salarju ta' Manager (Proġetti) huwa ta' Skala ta' Salarju 10, li fis-sena 2018 hu ta' €19,958 fis-sena, li jiżdied b'€408 fis-sena sa massimu ta' €22,404.

2.2. The salary for the post of Manager (Projects) is Salary Scale 10, that is, €19,958 per annum, rising by annual increments of €408 up to a maximum of €22,404.

**Dmirijiet**

**Duties**

3. Id-dmirijiet ta' persuna fil-ħatra ta' Manager (Proġetti) jinkludu:

3. The duties of Manager (Research) include:

i. Kontribuzzjoni attiva għall-pjanijiet imfassla kemm fuq żmien qasir, medju, jew twil, skont il-pjan tal-Kummissjoni dwar il-vjolenza abbażi tal-ġeneru u vjolenza domestika, sabiex jintlaħqu l-miri stabbiliti;

i. Actively contributing to the short, medium and long term plans set by the Commission on Gender-based violence and domestic violence to attain established targets;

ii. Tippjana u tattendi laqgħat mas-Senior Manager b'mod regolari sabiex jiġi mħares il-pjan tax-xogħlijiet;

ii. Holding regular progress meetings with the Senior Manager to ensure that work plans and schedules are adhered to;

iii. Kordinazzjoni tal-iżvilupp tal-proposti u implimentazzjoni tal-proġetti, skont il-bżonn;

iii. Coordinating the development of project proposals and the implementation of projects, as may be necessary from time to time;

iv. Tassisti lill-kordinaturi tal-proġetti biex jiżviluppaw pjanijiet ta' xogħol preċiżi, fil-ħin, u ta' kwalità tajba;

iv. Assisting the project/ initiative owners in developing accurate, reliable and timely action plans;

v. Evalwazzjoni tal-pjanijiet tax-xogħol u monitoraġġ tal-progress li qed isir fuq il-miri stabbiliti tal-proġetti, sabiex ikunu implimentati b'mod tajjeb;

v. Evaluating action plans and monitoring progress on the attainment of objectives leading to the successful implementation of projects/initiatives;

vi. Responsabbli tal-procurement tal-Kummissjoni, inkluż ir-rapporti, u kull xogħol relatat ma' dan, skont il-bżonn;

vi. Responsible for general procurement, undertaking reporting functions and the related operational requirements as necessary;

vii. Organizzazzjoni u partċipazzjoni attiva fil-laqgħat li jsiru mal-kordinaturi tal-proġetti, sabiex tassisti f'dak li jkun meħtieġ, kif ukoll thares li x-xogħol qed isir b'mod għaqli;

viii. Partċipazzjoni attiva fil-laqgħat ma' stakeholders interni u esterni, kif ukoll thares li x-xogħol qed isir b'mod għaqli;

ix. Twettaq dmirijiet hekk kif mitluba mill-Kordinatur tal-Kummissjoni dwar il-vjolenza abbażi tal-generu u vjolenza domestika;

x. Twettaq dmirijiet oħra kif mitlub mid-Direttur u mis-Segretarju Permanenti MEAE jew ir-rappreżentanti tagħhom;

xi. Taqdi dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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'leġislazzjoni 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 msemija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija 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) talistess 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.

vii. Organising and actively participating in meetings with project/initiative owners to provide information and direction as necessary, and follow-up accordingly;

viii. Actively participating in meetings with other internal and external stakeholders and following up accordingly;

ix. Performing any other duties as assigned by the Coordinator within the Commission on Gender-based violence and domestic violence;

x. Undertaking any other duties, according to the exigencies of the Public Service, as directed by the Permanent Secretary MEAE (Administration);

xi. Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### Eligibility Requirements

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

i. (a) citizens of Malta; or

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

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

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

(e) third country nationals who have been granted longterm 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".

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi ħdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

ii. irid ikollu/ha fil-pussess tiegħu/tagħha kwalifika ta' Bachelors rikonoxxuta, f'Livell 6 tal-MQF, (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003), f'Public Policy, Liġi, Studji Ewropej, Social Policy, Soċjoloġija, Studji Soċjali, Komunikazzjoni, International Relations, u Antropoloġija, jew kwalifika professjonali komparabbli.

iii. Il-kandidati għandu jkollhom kapaciċtazjiet ta' komunikazzjoni tajba inkluż b'kitba tajba bil-Malti u bl-Ingliż, u kapaċi jużaw sew l-applikazzjonijiet rilevanti tal-MS Office. Għarfien/esperjenza dwar il-vjolenza abbażi tal-generu u l-vjolenza domestika huma meqjusa ta' vantaġġ. Tingħata konsiderazzjoni xierqa lill-applikanti li jressqu provi li għandhom esperjenza ta' xogħol rilevanti.

4.2 Kwalifiki li huma ta' livell oġhla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Barra minn hekk, dawk il-kandidati li ma jkunux għadhom għabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ghoti tal-kwalifiki msemmija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, mehuda bħala parti minn programm ta' studju ta' livell oġhla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

ii. must be in possession of a recognised Bachelors Degree qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Public Policy, Social Policy, Social Work, Management, Psychology, Sociology, or a comparable professional qualification.

iii. have good communication skills, including good writing skills in both Maltese and English, and must also be able to use relevant MS Office applications. Moreover, knowledge/experience in domestic violence and gender-based violence issues will be considered an asset. Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet generali marbuta ma' din is-sejha fejn jikkoncerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-holqa aktar 'l isfel).

#### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikat u/jew dokumenti li kopja tagħhom għandha tkun mibgħuta mal-applikazzjoni.

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. Ilmarka 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 mitlub f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

#### **Sottomissjoni tal-Aplikazzjoni**

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Head of Unit tal-Kummissjoni tal-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel iddata tal-applikazzjoni. Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, il-11 ta' Frar, 2019. L-applikazzjonijiet jistgħu jintbagħtu b'mod elettroniku (bid-dokumenti neċessarji mehmuża f'format PDF fil-messaġġ elettroniku) jew bil-posta (bil-kopji tad-dokumenti).

L-applikazzjonijiet għandhom jintbagħtu b'ittra elettronika jew bil-posta fuq dawn id-dettalji:

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera  
Tel: 2247 3110  
Indirizz elettroniku: (domesticviolence@gov.mt)  
Sit elettroniku: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

L-1 ta' Frar, 2019

4.5 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 Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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. Applications are to be submitted, for the attention of the Head of Unit at the Commission for Gender-Based Violence Domestic Violence, within the Ministry for European Affairs and Equality. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicants), and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application. The closing date of the receipt of applications is noon (Central European Time) of Monday, 11th February, 2019. Applications may be submitted via email (including all necessary documentation in PDF Format) or by post (including all necessary documentation in copy).

Applications to be sent on the below (either via e-mail, or by post)

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera  
Tel: 2247 3110  
Email: (domesticviolence@gov.mt)  
Website: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

1st February, 2019

MINISTERU GĦALL-AFFARIJJIET EWROPEJ  
U L-UGWALJANZA

MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**Post ta' Manager (Riċerka) mal-Kummissjoni  
tal-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika  
fil-Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza**

**Post of Manager (Research) within the Commission on  
Gender-Based Violence and Domestic Violence in the  
Ministry for Justice, Culture and Local Government**

*(Permess tal-Jobsplus Nru. 4/2019)*

*(Jobsplus Permit No. 4/2019)*

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

*Nomenclatures denoting the male gender include also the female gender.*

1. Is-Segretarju Permanenti, Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza jilqa' applikazzjonijiet għall-post ta' *Manager (Riċerka) mal-Kummissjoni tal-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika*.

1. The Permanent Secretary, Ministry for European Affairs and Equality invites applications for the post of *Manager (Research) within the Commission on Gender-Based Violence and Domestic Violence*

**Termini u Kundizzjonijiet**

**Terms and Conditions**

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

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

2.2. Is-salarju ta' Manager (Riċerka) huwa ta' Skala ta' Salarju 10, li fis-sena 2018 hu ta' €19,958 fis-sena, li jżieded b'€408 fis-sena sa massimu ta' €22,404.

2.2. The salary for the post of Manager (Research) is Salary Scale 10, that is €19,958 per annum, rising by annual increments of €408 up to a maximum of €22,404.

**Dmirijiet**

**Duties**

3. Id-dmirijiet ta' persuna fil-ħatra ta' Manager (Riċerka) jinkludu li:

3. The duties of Manager (Research) include:

i. Tassisti il-Kordinatur fl-analiżi u żvilupp tal-policy framework tal-Kummissjoni, kif ukoll l-iżvilupp tal-proposti u risposti, b'enfasi partikolari fuq vjolenza abbażi tal-ġeneru u vjolenza domestika;

i. Providing assistance to the Coordinator in the development of the Commission's policy framework through the analysis of situations and the development of policy proposals and responses, particularly in relation to gender-based violence and domestic violence;

ii. Tippjana u tattendi laqgħat mas-Senior Manager b'mod regolari sabiex jiġi mħares il-pjan tax-xogħlijiet;

ii. Holding regular progress meetings with the Senior Manager to ensure that work plans and schedules are adhered to;

iii. Preparazzjoni ta' dokumenti ta' politika, dokumenti analitiċi u ta' sfond, istruzzjonijiet, rapporti u riċerka biex jgħinu fl-attivitajiet tal-Kummissjoni;

iii. Coordination of the preparation of policy papers, analytical and background papers, briefs, reports, as well as research on emerging trends, in support of the activities of the Commission;

iv. Parteċipazzjoni attiva f'konferenzi u laqgħat, preparazzjoni u disinn ta' kampanji li jqajmu interess, b'interess partikolari fuq vjolenza abbażi tal-ġeneru u vjolenza domestika;

iv. Active participation in conferences and meetings, preparation and design of awareness raising activities, particularly with regard to gender-based violence and domestic violence;

v. Stharriġ ma' entitajiet pubbliċi oħrajn li jaħdmu fil-qasam tal-vjolenza abbażi tal-ġeneru u l-vjolenza domestika għall-preparazzjoni tar-rapport GREVIO u għall-implimentazzjoni tal-istrateġija nazzjonali dwar il-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

v. Liaison and networking with other organisations working in the field of gender-based violence and domestic violence, particularly in preparation for the GREVIO questionnaire and the implementation of the national strategy on gender-based violence and domestic violence;

vi. Kordinazzjoni ta' preparazzjonijiet loġistiċi u organizzattivi skont kif meħtieġ, għal avvenimenti, attivitajiet u laqgħat organizzati mill-Ministeru;

vii. Twettaq dmirijiet oħra kif mitlub mid-Direttur u mis-Segretarju Permanenti MEAE jew ir-rappreżentanti tagħhom; u

viii. Taqdi dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

### Rekwiziti tal-Eligibbiltà

4.1 Sal-hin u d-data tal-għeluq ta' din is-sejha 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' leġislazzjoni 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'leġislazzjoni 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ ta' liċenzja tax-xogħol f'dawk il-kazijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u

vi. Assisting in the logistical and organisational preparations, for events, activities and meetings organised by the Ministry, as required;

vii. Carrying out any other duties as directed by the Coordinator and Permanent Secretary MEAE (Administration) or their representatives;

viii. Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### Eligibility Requirements

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

i. (a) citizens of Malta; or

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

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

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

(e) third country nationals who have been granted longterm 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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act



leġizlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. irid ikollu/ha fil-pussess tiegħu/tagħha kwalifika ta' Bachelors rikonoxxuta, f'Livell 6 tal-MQF, (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003), f'Public Policy, Liġi, Studji Ewropej, Social Policy, Soċjoloġija, Studji Soċjali, Komunikazzjoni, International Relations, u Antropoloġija, jew kwalifika professjonali komparabbli.

iii. Il-kandidati għandu jkollhom kapaciġiet ta' komunikazzjoni tajba inkluż b'kitba tajba bil-Malti u bl-Ingliż, u kapaci jużaw sew l-applikazzjonijiet rilevanti tal-MS Office. Għarfien/esperjenza dwar il-vjolenza abbażi tal-generu u l-vjolenza domestika huma meqjusa ta' vantaġġ. Tingħata konsiderazzjoni xierqa lill-applikanti li jressqu provi li għandhom esperjenza ta' xogħol rilevanti.

4.2 Kwalifiki li huma ta' livell oġġla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Barra minn hekk, dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-ġhoti tal-kwalifiki msemija jew inkella jkunu lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, mehuda bħala parti minn programm ta' studju ta' livell oġġla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-Service and Leave Record Form (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispozizzjonijiet ġenerali marbuta ma' din is-sejha fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-ħolqa aktar 'l isfel).

and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. must be in possession of a recognised Bachelors Degree qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Public Policy, Social Policy, Social Work, Management, Psychology, Sociology, or a comparable professional qualification.

iii. have good communication skills, including good writing skills in both Maltese and English, and must also be able to use relevant MS Office applications. Moreover, knowledge/experience in domestic violence and gender-based violence issues will be considered an asset. Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

**Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun mibgħuta mal-applikazzjoni.

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 mitlub f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

**Sottomissjoni tal-Applikazzjoni**

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Head of Unit tal-Kummissjoni tal-Vjolenza abbażi tal-Generu u l-Vjolenza Domestika fil-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel iddata tal-applikazzjoni. Id-data tal-għeluq għall-applikazzjonijiet hija nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 11 ta' Frar, 2019. L-applikazzjonijiet jistgħu jintbagħtu b'mod elettroniku (bid-dokumenti neċessarji mehmuża f'format PDF fil-messaġġ elettroniku) jew bil-posta (bil-kopji tad-dokumenti)

L-applikazzjonijiet għandhom jintbagħtu b'ittra elettronika jew bil-posta fuq dawn id-dettalji:

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera

Tel: 2247 3110

Indirizz elettroniku: ([domesticviolence@gov.mt](mailto:domesticviolence@gov.mt))

Sit elettroniku: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

L-1 ta' Frar, 2019

**Submission of Supporting Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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. Applications are to be submitted, for the attention of the Head of Unit at the Commission for Gender-Based Violence Domestic Violence, within the Ministry for European Affairs and Equality. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicants), and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application. The closing date of the receipt of applications is noon (Central European Time) of Monday, 11th February, 2019. Applications may be submitted via email (including all necessary documentation in PDF Format) or by post (including all necessary documentation in copy).

Applications to be sent on the below (either via email, or by post)

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera

Tel: 2247 3110

Email: ([domesticviolence@gov.mt](mailto:domesticviolence@gov.mt))

Website: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

1st February, 2019

MINISTERU GĦALL-AFFARIJJIET EWROPEJ  
U L-UGWALJANZA

**Post ta' Senior Manager mal-Kummissjoni dwar  
il-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika  
fil-Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza**

*(Permess tal-Jobsplus Nru: 5/2019)*

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

1. Is-Segretarju Permanenti, Ministeru għall-Affarijjet Ewropej u l-Ugwaljanza jilqa' applikazzjonijiet għall-post ta' *Senior Manager* mal-Kummissjoni dwar il-Vjolenza abbażi tal-Ġeneru u l-Vjolenza Domestika.

**Termini u Kundizzjonijiet**

2. Din il-hatra hija suġġetta għal perjodu ta' prova ta' tmax-il (12) xahar.

2.2 Is-salarju ta' Senior Manager huwa ta' Skala ta' Salarju 5, li hu ta' €27,548 fis-sena, li jiżdied b'€641 fis-sena sa massimu ta' €31,392.

**Dmirijiet**

3. Id-dmirijiet ta' persuna fil-hatra ta' Senior Manager jinkludu:

i. Assistenza fil-kordinazzjoni u l-preparazzjoni tar-rapport annwali tal-Kummissjoni;

ii. Assistenza fil-preparamenti u taħriġ tal-istrategiji u pjanijiet tal-Kummissjoni sabiex jintlahqu l-għanjet mixtieqa;

iii. Żvilupp ta' inizjattivi godda li għandhom x'jaqsmu mal-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

iv. Taħriġ fuq proġetti Ewropej/internazzjonali, u fuq pajjiżi li Malta tista' tikkollabora magħhom sabiex jiġu msahha r-riċerka, is-servizzi u l-liġijiet li għandhom x'jaqsmu mal-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

v. Assistenza fl-iżvilupp tal-proġetti u proposti, kemm dawk fuq bażi nazzjonali, kif ukoll dawk fuq bażi Ewropea/internazzjonali;

vi. Organizzazzjoni u attendenza f'laqgħat regolari ma' entitajiet tal-Gvern, kif ukoll dawk nongovernattivi li jaħdmu fis-settur tal-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**Post of Senior Manager within the Commission on  
Gender-Based Violence and Domestic Violence in the  
Ministry for European Affairs and Equality**

*(Jobsplus Permit No: 5/2019)*

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary, Ministry for European Affairs and Equality invites applications for the post of Senior Manager within the Commission on Gender-Based Violence and Domestic Violence.

**Terms and Conditions**

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

2.2 The salary for the post of Senior Manager is Salary Scale 5, that is €27,548 per annum, rising by annual increments of €641 up to a maximum of €31,392.

**Duties**

3. The duties of Senior Manager include:

i. Assisting in the coordination and preparation of the Commission's annual report;

ii. Assisting in the preparation and delivery of the Commission's strategic and business plans to achieve desired objectives;

iii. Identifying opportunities for the development of new initiatives in response to gender-based violence and domestic violence;

iv. Identifying potential international/EU partners to take part in international/EU projects to strengthen research, policy and service provision in the field of gender-based violence and domestic violence;

v. Assisting in the development and costings of proposed national and international/EU projects;

vi. Holding regular meetings and communication with governmental and non-governmental entities working in the field of gender-based violence and domestic violence;

vii. Ġbir ta' informazzjoni regolari biex javvanza u jiżviluppa s-settur tal-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

viii. Stharriġ ma' entitajiet pubbliċi oħrajn li jikkoncernaw ġbir ta' informazzjoni rilevanti, u jiġu kkordinati attivitajiet magħhom li huma rilevanti għall-implimentazzjoni tal-istrateġija nazzjonali dwar il-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

ix. Monitoraġġ u evalwazzjoni tal-istrateġija nazzjonali dwar il-vjolenza abbażi tal-ġeneru u l-vjolenza domestika;

x. Assistenza fil-kompilazzjoni tar-rapport GREVIO u ġbir ta' informazzjoni rilevanti mingħand entitajiet li jipprovdu s-servizzi relatati;

xi. Immaniġġjar ta' riżorsi ta' informazzjoni, li jinkludu identifikazzjoni u selezzjoni ta' sorsi tal-informazzjoni għall-fini ta' riċerka, u tipprovdi rakkomandazzjonijiet għall-iżvilupp ta' proġetti u liġijiet dwar il-vjolenza abbażi tal-ġeneru u vjolenza domestika;

xii. Parteċipazzjoni attiva waqt laqgħat regolari manijerjali, skont il-bżonn;

xiii. Attendenza għal-laqgħat b'mod regolari, kemm lokali kif ukoll barra minn Malta, skont il-bżonn;

xiv. Preparazzjoni ta' dokumenti ta' politika, dokumenti analitiċi u ta' sfond, istruzzjonijiet, rapporti u riċerka, li jinkludu xogħol relatat mal-politika Ewropea, kemm dik esterna kif ukoll interna, kwistjonijiet istituzzjonali, u relazzjonijiet bilaterali u multilaterali;

xv. Kordinazzjoni ta' preparazzjonijiet logistiċi u organizzattivi skont kif meħtieġ, għal avvenimenti, attivitajiet u laqgħat organizzati mill-Ministeru;

xvi. Organizzazzjoni u Kordinazzjoni ta' konsultazzjonijiet fi hdan il-Ministeru, skont il-bżonn;

xvii. Tmexxija u kordinazzjoni tal-amministrazzjoni, li tinkludi xogħol fuq finanzi, u tal-impjegati;

xviii. Monitoraġġ tax-xogħol tal-junior officials, u ggwidar, skont il-bżonn;

xix. Twettaq dmirijiet oħra kif mitlub mid-Direttur u mis-Segretarju Permanenti MEAE jew ir-rappreżentanti tagħhom; u

xx. Taqdi dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

vii. Ensuring effective data collection and development of emerging trends on gender-based violence and domestic violence;

viii. Liaising with other public bodies concerning the supply of data and the coordination of activities with implications relevant to the implementation of the national strategy on gender-based violence and domestic violence;

ix. Monitoring and evaluation of the Gender-based violence and domestic violence strategy;

x. Assisting in the compilation of the GREVIO report and collection of necessary information from service providers;

xi. Managing information resources, including identification and selection of sources of information for the purpose of research, and provide concrete recommendations for the development projects and policies on gender-based violence and domestic violence;

xii. Actively participating in regular management team meetings as required;

xiii. Attending regular meetings, both locally and abroad as required;

xiv. Preparation of policy papers, analytical and background papers, briefs, reports, as well as research, including work related to policy with regard to EU internal and external matters, institutional matters, as well as bilateral and multilateral relations;

xv. Coordinating logistical and organisational preparations, as required, for events, activities and meetings organised by the relative Ministry;

xvi. Organising and coordinating inter-ministerial consultations as necessary;

xvii. Proper management of administrative coordinative duties including financial and personnel work;

xviii. Supervising of the work of junior officials, including direction and guidance;

xix. Carrying out the ancillary duties as assigned by the Head of Department/Organisation and the Permanent Secretary, or his/her representative; and

xx. Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.

**Rekwiżiti tal-Eligibbiltà**

4. Sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

4.1. (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' leġislazzjoni 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 minhabba li jkunu japplikaw għal dak il-pajjiż b'leġislazzjoni 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-ligi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taht 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 taht ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taht ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji.

Għandu jintalab il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u Expatriates fi hdan l-Aġenzija Identity Malta skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

i. irid ikollu/ha fil-pussess tiegħu/tagħha kwalifika ta' Masters rikonoxxuta, f'Livell 7 tal-MQF, (suġġetta għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003), f'Public Policy, Ligi, Studji Ewropej, Social Policy, Soċjoloġija, Studji Soċjali, Komunikazzjoni, International Relations, u Antropoloġija, jew kwalifika professjonali komparabbli.

**Eligibility Requirements**

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

4.1. (a) citizens of Malta; or

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

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

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

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

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

i. must be in possession of a recognised Masters Degree qualification at MQF Level 7 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Public Policy, Social Policy, Social Work, Management, Psychology, Sociology, or a comparable professional qualification.

ii. Il-kandidati għandu jkollhom kapaċitajiet ta' komunikazzjoni tajba inkluż b'kitba tajba bil-Malti u bl-Ingliż, u kapaċi jużaw sew l-applikazzjonijiet rilevanti tal-MS Office. Għarfien/esperjenza dwar il-vjolenza abbażi tal-generu u l-vjolenza domestika huma meqjusa ta' vantaġġ. Tingħata konsiderazzjoni xierqa lill-applikanti li jressqu provi li għandhom esperjenza ta' xogħol rilevanti.

4.2 Kwalifiki li huma ta' livell oghla minn dak mitlub hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Barra minn hekk, dawk il-kandidati li ma jkunux għadhom għabu l-kwalifiki msemija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdur evidenza li ġew approvati għall-ghoti tal-kwalifiki msemija jew inkella jkunur lestew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell oghla tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

4.3 L-applikanti jridu jkunur ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għalih, u huma mitluba jipprezentaw Ċertifikat tal-kondotta riċenti mahruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinur impjegati tal-Gvern qabel u jagħtu d-dettalji.

4.4 Il-kandidati magħzula jridu jkunur eliġibbli għall-ħatra f'dan il-grad, skont 4.1 sa 4.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.5 L-applikanti prospettivi għandhom jaraw id-dispożizzjonijiet ġenerali marbuta ma' din is-sejha fejn jikkoncerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli.

### **Sottomissjoni ta' Dokumentazzjoni**

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikat u/jew dokumenti li kopja tagħhom għandha tkun mibgħuta mal-applikazzjoni.

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

ii. have good communication skills, including good writing skills in both Maltese and English, and must also be able to use relevant MS Office applications. Moreover, knowledge/experience in domestic violence and gender-based violence issues will be considered an asset. Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for and must produce a recent Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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.

### **Submission of Supporting Documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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

### **Selection Procedures**

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

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

### **Sottomissjoni tal-Applikazzjoni**

7. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Head of Unit tal-Kummissjoni dwar il-Vjolenza abbażi tal-Generu u l-Vjolenza Domestika fil-Ministeru għall-Affarjiet Ewropej u l-Ugwaljanza.

L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki miksuba mill-applikant/a) kif ukoll Certifikat tal-kondotta riċenti maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni.

L-applikazzjonijiet jagħlqu f'nofsinhar (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 11 ta' Frar, 2019. L-applikazzjonijiet jistgħu jintbagħtu b'mod elettroniku (bid-dokumenti neċessarji mehmuża f'format PDF fil-messaġġ elettroniku) jew bil-posta (bil-kopji tad-dokumenti).

L-applikazzjonijiet għandhom jintbagħtu b'ittra elettronika jew bil-posta fuq dawn id-dettalji:

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera  
Tel: 2247 3110  
Indirizz elettroniku: (domesticviolence@gov.mt)  
Sit Elettroniku: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

L-1 ta' Frar, 2019

### **DIPARTIMENT TAL-EŻAMIJIET**

**Post ta' Second Secretary fi ħdan il-Ministeru  
għall-Affarjiet Barranin u Promozzjoni  
tal-Kummerċ – Marzu 2019**

### **L-Ewwel Parti – Eżami bil-Miktub**

Id-Direttur tal-Eżamijiet jgħarraf li l-avviż tal-eżami msemmi hawn fuq intbagħat lill-kandidati kkonċernati.

Dawk il-kandidati li ma rċevewx l-avviż tal-eżami huma mitluba biex jikkuntattjaw minnufih lid-Dipartiment tal-Eżamijiet, Il-Mall, Triq Sarria, il-Furjana, fuq 2598 2958 fil-ħinijiet tal-uffiċċju.

L-1 ta' Frar, 2019

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. Applications are to be submitted, for the attention of the Head of Unit at the Commission for Gender-Based Violence Domestic Violence, within the Ministry for European Affairs and Equality.

Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicants), and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.

The closing date of the receipt of applications is noon (Central European Time) of Monday, 11th February, 2019. Applications may be submitted via e-mail (including all necessary documentation in PDF Format) or by post (including all necessary documentation in copy).

Applications to be sent on the below (either via e-mail, or by post)

Commission on Gender-Based Violence and Domestic Violence  
Continental Business Centre  
Triq il-Ferrovija  
Santa Venera  
Tel: 2247 3110  
Email: (domesticviolence@gov.mt)  
Website: (<https://meae.gov.mt/en/Commission%20on%20Domestic%20Violence/Pages/Vacancies.aspx>)

1st February, 2019

### **DEPARTMENT OF EXAMINATIONS**

**Post of Second Secretary in the Ministry  
for Foreign Affairs and Trade  
Promotion – March 2019**

### **Part 1 – Written Examination**

The Director of Examinations notifies that the notice for the above-mentioned examination has been sent to the candidates concerned.

Those candidates who have not received the notice of the examination are asked to contact immediately the Department of Examinations, The Mall, Triq Sarria, Floriana on 2598 2958 during office hours.

1st February, 2019

DIVIŻJONI GĦALL-MIŻURI U S-SAPPORT,  
SEGRETARJAT PARLAMENTARI  
GĦALL-FONDI EWROPEJ U DJALOGU SOĊJALI  
MINISTERU GĦALL-AFFARIJET EWROPEJ  
U L-UGWALJANZA

MEASURES AND SUPPORT DIVISION  
PARLIAMENTARY SECRETARIAT  
FOR EU FUNDS AND SOCIAL DIALOGUE  
MINISTRY FOR EUROPEAN AFFAIRS  
AND EQUALITY

**AVVIŻ**

**Business Enhance ERDF Grant Schemes  
Open Rolling Calls – Cut-off dates**

**ANNOUNCEMENT**

**Business Enhance ERDF Grant Schemes  
Open Rolling Calls – Cut-off dates**

**Programm Operattiv I – Politika ta' Koezzjoni  
2014-2020**

**Operational Programme I – Cohesion Policy  
2014-2020**

*It-Trawwim ta' Ekonomija Kompetittiva  
u Sostenibbli li Tilqa' l-Isfidi Tagħna*

*Fostering a Competitive and Sustainable  
Economy to Meet our Challenges*

Il-Measures and Support Division fi ħdan il-Ministeru għall-Affarijiet Ewropej u l-Ugwaljanza (MEAE), maħtura mill-Awtorità ta' Ġestjoni f'Malta għall-Politika ta' Koezzjoni 2014-2020 biex isservi bħala l-Korp Intermedjarju responsabbli mill-amministrazzjoni tal-iskemi ta' għajna għall-intraprizi taħt il-Fond ta' Żvilupp Reġjonali Ewropew 2014-2020, tavża l-cut-off dates li jmiss sa Ġunju 2019 għas-sottomissjoni ta' applikazzjonijiet taħt l-inizjattiva Business Enhance ERDF Grant Schemes.

The Measures and Support Division within the Ministry for European Affairs and Equality, designated by the Managing Authority for Cohesion Policy 2014-2020 as the Intermediate Body responsible for administering aid schemes for enterprises under the European Regional Development Fund (ERDF) 2014-2020, would like to announce further cut-off dates up to June 2019 for the submission of applications under the Business Enhance ERDF Grant Schemes initiative.

Il-cut-off dates huma ppubblikati fis-sit elettroniku tal-Business Enhance (<https://businessenhance.gov.mt>), u jistgħu jinkisbu minn (<https://businessenhance.gov.mt/en/News/Pages/OPEN-CALLS-.aspx>).

The cut-off dates are published on the Business Enhance website (<https://businessenhance.gov.mt>) and may be accessed from (<https://businessenhance.gov.mt/en/News/Pages/OPEN-CALLS-.aspx>).

Minn żmien għal żmien se jiġu organizzati sessjonijiet ta' informazzjoni għall-applikanti prospettivi. Dati u post ta' fejn se jsiru dawn is-sessjonijiet ikunu ppubblikati fl-istess sit elettroniku.

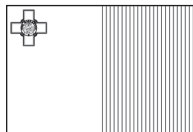
Dates and venues for Information Sessions may be found from the same Business Enhance website.

Aktar tagħrif u dokumentazzjoni dwar dawn is-sejthiet, inklużi n-Noti Gwida rispettivi u l-Linji Gwida tal-Implimentazzjoni jistgħu jinkisbu minn (<https://businessenhance.gov.mt>).

Further information on these calls including the respective Guidance Notes and the Guidelines for Implementation may be obtained from (<https://businessenhance.gov.mt>).

L-1 ta' Frar, 2019

1st February, 2019



Programm Operattiv I – Fondi Strutturali u ta' Investiment Ewropej 2014-2020  
“It-Trawwim ta' Ekonomija Kompetittiva u Sostenibbli li Tilqa' l-Isfidi Tagħna”  
Avviż parzjalment ifffinanzjat mill-Fond Ewropew għall-Iżvilupp Reġjonali (FEŻR)  
Rata ta' kofinanzjament:  
Eligibbli għall-Pubbliku (80% Fondi mill-UE; 20% Fondi Nazzjonali)



*Operational Programme I – European Structural and Investment Funds 2014-2020  
“Fostering a competitive and sustainable economy to meet our challenges”  
Advert part-financed by the European Regional Development Fund (ERDF)  
Co-financing rate: Public Eligible (80% European Union; 20% National Funds)*



## AWTORITÀ TAD-DJAR

## HOUSING AUTHORITY

**Sussidju fuq il-Kera f'Residenzi Privati  
(2017)****Rent Subsidisation on Privately Owned Dwellings  
(2017)**

B'referenza għall-Iskema ta' Sussidju fuq il-Kera f'Residenzi Privati (2017) ippublikata fil-Gazzetta tal-Gvern tat-3 ta' Jannar, 2017, l-Awtorità tad-Djar tgħarraf illi b'seħħ mill-1 ta' Frar, 2019, din l-Iskema qiegħda tiġi magħluqa.

With reference to Rent Subsidisation Scheme On Privately Owned Dwellings published in the Government Gazette of the 3rd January, 2017, the Housing Authority notifies the general public that with effect from 1st February, 2019, this Scheme is being closed.

L-1 ta' Frar, 2019

1st February, 2019

## AWTORITÀ TAD-DJAR

## HOUSING AUTHORITY

**Benefiċċju tal-Kera f'Residenzi Privati  
(2019)****Housing Benefit on Privately Rented Dwellings  
(2019)****1. Titolu****1. Title**

Din l-iskema msejja Skema ta' Benefiċċju tal-Kera ta' Residenzi Privati u għandha tapplika għall-benefiċċju fuq kera ta' fondi li mhumiex proprjetà tal-Gvern.

This Scheme may be cited as the Housing Benefit on Privately rented dwellings and shall apply for the housing benefit on dwelling-houses which are not the property of the Government.

**2. Skop tal-iskema****2. Purpose of scheme**

Din l-iskema tipprovdi benefiċċju fuq il-kera mħallsa fuq fondi mikrija bħala residenza ordinarja tal-applikant u l-familja tiegħu u dan sabiex il-kera ssir aktar affordabbli.

This Scheme provides a housing benefit to tenants on rent paid for premises leased as ordinary residence of the applicants and their family thus rendering the rent more affordable.

**3. Tifsir****3. Definition**

F'din l-iskema, kemm-il darba r-rabta tal-kliem ma teħtieġ xort'oħra:

In this Scheme, unless the context otherwise requires:

“dħul totali fis-sena” għandha l-istess tifsira mogħtija lilha fil-klawsola 12 ta' din l-iskema;

“aggregate annual income” has the same meaning assigned to it in clause 12 of this Scheme;

“applikant” tfisser persuna li tapplika għall-benefiċċju fuq il-kera ta' dar ta' abitazzjoni tal-privat taħt din l-iskema u meta l-applikazzjoni ssir minn tnejn jew aktar flimkien, għandha tinkludi l-applikanti kollha;

“applicant” means a person who applies for the housing benefit of a private dwelling-house under this Scheme, and when application is made by two or more persons jointly, shall include all applicants;

“l-Awtorità” tfisser l-Awtorità tad-Djar imwaqqfa bl-artikolu 3 tal-Att tal-Awtorità tad-Djar: (Kap 261);

“the Authority” means the Housing Authority established by Article 3 of the Housing Authority Act, (Cap. 261);

“sena bażi” tfisser is-sena kalendarja minnufih qabel is-sena li fiha ssir applikazzjoni taħt din l-iskema u b'referenza għall-klawsola 13;

“basic year” means the calendar year immediately preceding the year in which an application under this Scheme is made and with reference to clause 13;

“dar ta' abitazzjoni” għandha l-istess tifsira mogħtija lilha fil-klawsola 2 tal-Att prinċipali u teskludi djar proprjetà tal-Gvern jew mikrija mill-Gvern, l-Awtorità tad-Djar, korpi parastatali jew xi Awtorità lokali;

“dwelling-house” has the same meaning assigned to it in section 2 of the Principal Act and excludes houses owned or leased by the Government, the Housing Authority, any parasatal body or local Authority;

“l-att prinċipali” tfisser l-Att XXIII tal-1988 biex thajjar persuni jsiru sid darhom;

“residenza ordinarja” ma tinkludix residenza tas-sajf;

“preskritt” tfisser preskritt mill-Awtorità;

F'din l-iskema s-singular jimporta l-plural u l-maskil jimporta l-femminil.

#### **4. Applikazzjonijiet għall-benefiċċju fuq kera taht din l-iskema**

Kull persuna li tikkwalifika għall-għajjnuna taht din l-iskema għandha timla l-formola preskritta mill-Awtorità biex titlob benefiċċju fuq il-kera tar-residenza tal-privat li:

tkun okkupata minnha bħala r-residenza ordinarja tagħha; u

(ii) tkun mikrija jew akkwistata taht titolu ta' ċens temporanju li ma jeċċedix il-wiehed u għoxrin (21) sena.

#### **5. Kwalifiki għall-applikant għall-benefiċċju fuq il-kera taht din l-iskema**

Persuna tikkwalifika għall-benefiċċju fuq il-kera taht din l-iskema jekk tissodisfa l-kundizzjonijiet li ġejjin:

(1) (a) l-applikant huwa l-kerrej konoxxut mis-sid tad-dar privata li fuqha qed issir l-applikazzjoni:

(b) l-applikant ikun diġà għamel ftehim bil-miktub ma' sid il-post li fuqu qed issir it-talba taht din l-iskema u għandu jippreżenta kopja ta' dan il-kuntratt lill-Awtorità.

Il-ftehim bil-miktub għandu jkun wiehed mit-tip li ġejjin:

(i) Ftehim ta' kirja li jkopri tal-anqas sitt xhur; jew

(ii) Kuntratt ta' enfitewsi temporanja li ma jaċċedix il-wiehed u għoxrin (21) sena.

Il-ftehim ta' kirja, li ġie kuntrattat qabel ma ġiet in vigore din l-iskema, kemm fil-perjodu oriġinali jew wara li ġie mġedded skont il-liġi, jiġi kkunsidrat biss jekk:

(i) il-kera pagabbli kemm qabel (għal mill-anqas ta' perjodu ta' sitt xhur) u wara li ġiet in vigore din l-iskema baqa' l-istess; jew

(ii) fejn il-kera ġiet awmentata, jekk dan jirriżulta kemm bil-liġi, jew bħala riżultat ta' xi diġriet jew sentenza mill-Qorti kompetenti,

bil-kundizzjoni li fiż-żewġ każijiet l-Awtorità tkun sodisfatta li ma hemmx kollużjoni bejn il-partijiet; u

“principal act” means the home ownership (encouragement Act XXIII of 1988);

“ordinary residence” does not include a summer residence;

“prescribed” means prescribed by the Authority;

In this scheme the singular shall import the plural and the masculine shall import the feminine.

#### **4. Applications for housing benefit under the scheme**

Any person qualifying for Assistance under this Scheme may make an application on the prescribed form to the Authority requesting housing benefit on the privately rented house which is:

(i) occupied by him as his ordinary residence; and

(ii) rented or acquired by title of temporary emphyteusis not exceeding twenty one (21) years.

#### **5. Qualification to apply for housing benefit under this scheme**

A person shall qualify for a housing benefit under this Scheme, if the following conditions are satisfied:

1. (a) the applicant is a recognised lessee of the privately owned dwelling house on which the housing benefit is being applied for:

(b) the applicant must have entered into a contract of lease with the landlord on the residence he/she wishes to rent and must provide to the Housing Authority a copy of such contract.

The agreement must be of the following types:

(i) a lease agreement covering at least six months; or

(ii) a contract of temporary emphyteusis not exceeding twenty one (21) years.

Contracts of lease, which were entered into prior the coming into force of this Scheme, whether in their original period or after being renewed according to law, will only be considered if:

(i) the rent payable both before (for a period of at least six months) and after the coming into force of this Scheme is the same; or

(ii) where the rent has increased, this has been the result of law, or as a result of a judgment of a competent court;

provided in both cases the Housing Authority is satisfied that there is no collusion between the parties; and

(c) l-applikant huwa ċittadin ta' Malta jew tal-Unjoni Ewropea, jew jgawdi minn stat ta' refuġjat, jew igawdi minn protezzjoni sussidjarja jew jipposjedi stat ta' long term residence. Fil-każ ta' miżżewġin mhux separati, biżżejjed li parti waħda tkun Maltija jew ċittadina tal-Unjoni Ewropea; u

(d) l-applikanti huma residenti ta' Malta u jkunu ilhom residenti kontinwament għal mhux anqas minn tmintax-il (18) xahar konsekuttivi minnufih qabel id-data tal-applikazzjoni; u

(e) f'każ ta' koppja miżżewġa, zewġ persuni msieħba f'Unjoni Ċivili li mhumiex legalment jew de facto separati, jew tliet applikanti flimkien, l-applikazzjoni għall-għajjnuna taħt din l-iskema għandha issir flimkien in solidum;

(2) (a) il-fond ikun fi stat tajjeb ta' tiswija u f'kundizzjoni abitabbli.

(b) dak li qed jagħti b'kiri hu s-sid jew l-enfitewta (b'dan illi ċ-ċens temporanju ma jeċċediex il-wiehed u għoxrin [21] sena);

(c) l-użu tal-fond bħala residenza ordinarja huwa skont il-liġi u skont l-obbligi kontrattwali tal-kirja.

## 6. Skwalifika

Persuna ma tikkwalifikax biex tapplika taħt din l-iskema jekk:

tkun diġà bbenefikat minn xi għajjnuna taħt dik li kienet magħrufa bħala 'l-Iskema tal-Home Ownership' jew minn xiri ta' proprjetà tal-Awtorità tal-Artijiet jew tal-Awtorità tad-Djar; u/jew

tkun diġà bbenefikat minn xi skema oħra ta' sussidju fuq ir-rata tal-imghax maħruġa mill-Awtorità tad-Djar u mid-Dipartiment għall-Akkomodazzjoni Soċjali u tali persuna tkun zammet id-drittijiet fuq il-proprjetà li fuqha tgawda s-sussidju; u/jew

id-dhul annwu totali tal-applikant/i jeċċedi s-somma kif stipulata fi Klawnsola 13; u/jew

il-fond li għalih issir l-applikazzjoni mhux użati bħala r-residenza ordinarja tal-applikanti u tal-familji tagħhom.

Minkejja l-kundizzjonijiet ta' din il-klawsola persuna li martu/zewġha miet u li kienu bbenefikaw taħt xi skema msemija aktar 'il fuq tista' tagħmel applikazzjoni taħt il-kundizzjonijiet ta' klawsola 5 ta' din l-iskema bil-patt li din il-persuna tipprova lill-Awtorità, u fid-diskrezzjoni assoluta tagħha, li l-proprjetà li bbenefikat minnha kellha tiġi mibjugħa biex jiġu mħallsa djun inkorsi f'ċirkostanzi eċċezzjonali.

(c) the applicant is a Maltese citizen or an EU citizen, a person enjoying a refugee status, a person who possess the status of subsidiary protection and also who enjoys a long term residence status. In the case only of married couples but not separated, one of the couple must be a Maltese or EU citizen; and

(d) applicants are residents of Malta and have been so resident continuously for not less than eighteen (18) consecutive months immediately preceding the date of application; and

(e) in the case of married couples, two persons who have entered into a Civil Union, and who are not legally or de facto separated or more than three applicants together, the application for Assistance under this Scheme must be made jointly in solidum;

2. (a) the property is in a good state of repair and in a habitable condition;

(b) the lessor is an owner, or emphyteuta (provided that the relative emphyteusis does not exceeds twenty one [21] years);

(c) the use of the premises for ordinary residential purposes is lawful and in accordance with the contractual obligations of the lease.

## 6. Disqualification

A person shall not qualify to make an application under this Section if:

the applicant has already benefited from any assistance under what used to be known as the "Home Ownership Scheme", or from any other schemes issued for purchasing property owned by the Lands Authority and Housing Authority; and/or

the applicant has already benefitted from subsidy on the rate of interest issued by the Housing Authority or the Department of Social Accommodation and has retained the rights on the same property on which subsidy was enjoyed; and/or

(c) the aggregate annual income of the applicant/s exceeding the amount as laid down in Clause 13; and/or

(d) the unit on which an application is being submitted is not being used as the ordinary residence of the applicant and his family.

Notwithstanding the provisions of this clause, a person whose spouse has died and who has benefited under any scheme referred to above, may make an application under the provisions of clause 5 of this scheme provided that he/she proves to the Authority, at its own discretion, that the property which had so benefited, had to be sold to satisfy debts due incurred under exceptional circumstances.

## 7. Miżżewġin legalment separati

Applikant li jkun legalment mifrud għandu jippreżenta kopja tad-deċiżjoni finali tal-Qorti kompetenti li tippronunzja l-firda jew kopja tal-att pubbliku li jagħti effett lill-firda bil-kunsens taż-żewġ miżżewġin.

Għall-iskop ta' dan l-artikolu, il-kelma 'separata' għandha tinkludi persuna li hi legalment separata wara sentenza finali tal-Qorti kompetenti, persuna li hi legalment separata permezz ta' att pubbliku li jagħti effett lill-firda bil-kunsens taż-żewġ miżżewġin u bl-Awtorità tal-Qorti kompetenti u, fid-diskrezzjoni assoluta tal-Awtorità, persuna li hi bone fide de facto separata.

Din l-iskema tapplika wkoll għall-persuna li mhix ċittadina ta' Malta iżda hija miżżewġa persuna Maltija u li hija bone fide de facto jew legalment separata u li:

(1) l-Qorti tat il-kustodja tat-tfal lill-applikant; u

(2) għandha l-permess mill-Expatriate Division tal-Uffiċċju tal-Prim Ministru li tista' tgħix u taħdem f'Malta; u

(3) it-tfal jistgħu jgħixu Malta sal-età ta' wiehed u għoxrin (21) sena u li huma ċittadini ta' Malta bis-saħħa ta' Section 25 (2) tal-Kostituzzjoni ta' Malta; u

(4) għandha passaport approvat (endorsed) mill-Principal Immigration Officer; u

(5) qed tirċievi ċ-children Allowance; u

(6) ilha residenti ordinarja f'Malta għal tal-anqas sentejn (2) immedjatament qabel id-data tal-applikazzjoni; u

(7) tikkwalifika taħt il-kundizzjonijiet l-oħra tal-Iskema.

## 8. Metodu ta' applikazzjoni

(i) Persuna li tikkwalifika għall-benefiċċju fuq il-kera taħt din l-iskema għandha tissottometti applikazzjoni fuq formola preskritta u għandha tiegħu l-formola lill-Awtorità waqt il-ġranet u ħinijiet tal-uffiċċju.

(ii) Il-formoli jistgħu jingabru mill-Awtorità tad-Djar 22, Triq Pietro Floriani, Il-Furjana, u mill-fergħa tal-Awtorità tad-Djar 25, Triq Enrico Mizzi, Victoria, Għawdex jew mis-sit elettroniku tal-Awtorità.

## 9. Informazzjoni

L-Awtorità tista' titlob lill-applikant biex jiffirma u jikkonferma bil-ġurament kull dikjarazzjoni li hi tista' tqis

## 7. Legally separated spouses

An applicant who is legally separated, shall produce a copy of the final judgment of the competent court pronouncing separation or a copy of the public deed effecting separation.

For the purpose of this article, the word "separated" shall include a person who is legally separated by a final judgment of the Competent Court pronouncing separation, a person who is legally separated by means of a public deed and in discretion of the Authority a person who is bona fide 'de facto' separated.

This scheme applies also to those persons who are not Maltese Citizens, are married to a Maltese person and are bona fide de facto/legally separated and the applicants:

(1) have been granted the custody of the children by the Competent Court; and

(2) have a permission from the Expatriate Division of the Office of the Prime Minister that they could remain and work in Malta; and

(3) have permission so that children may remain in Malta until their twenty first (21<sup>st</sup>) Birthday and who are citizens of Malta by virtue of Section 25 (2) of the Constitution of Malta; and

(4) their passports are endorsed by the Principal Immigration Officer; and

(5) are in receipt of children allowance; and

(6) are ordinary residents in Malta for at least two years (2) immediately preceding the date of application; and

(7) qualify under the other conditions of the Scheme.

## 8. Method of application

(i) A person who qualifies for housing benefit under this Scheme shall submit an application in the prescribed form and shall deliver same at the Authority during the prescribed times.

(ii) The prescribed forms can be collected from the offices of the Housing Authority 22 Triq Pietro Floriani, Floriana, Malta, and from the Housing Authority Branch 25, Triq Enrico Mizzi, Victoria, Gozo, or from the Housing Authority website.

## 9. Information

The Authority may require the applicants to sign and confirm any declaration in any form even under oath it may

meħtieġa għat-tweġġiq ta' din l-iskema. L-Awtorità tad-Djar iżżomm id-dritt li tagħmel il-verifikazzjonijiet meħtieġa dwar il-kirja mas-sidien tal-fond.

### 10. Piena għal dikjarazzjonijiet foloz

Jekk f'xi żmien jirriżulta li l-applikanti jkunu għamlu dikjarazzjoni falza jew taw informazzjoni u dokumenti mhux korretti għall-finijiet tal-applikazzjoni jew inkonnesjoni mal-eżerċizzju tar-reviżjoni taħt din l-iskema, mingħajr preġudizzju għal xi piena li huma jkunu setgħu saru suġġett għaliha taħt xi liġi oħra, l-applikanti jkunu suġġetti għall-pagament lill-Awtorità ta' penali li tkun ekwivalenti għas-somma totali ta' kull benefiċċju li jkunu ħadu taħt din l-iskema. Huma jkunu wkoll skwalifikati għal perijodu ta' ħames (5) snin milli jibbenefikaw taħt xi skema magħmula bl-approvazzjoni tal-Ministru responsabbli għad-Djar, u jtilfu d-dritt għal xi benefiċċju taħt din l-iskema.

*Dikjarazzjoni jew dokumenti skorretti jew foloz, jistgħu jsewponu lill-applikanti għal proċeduri kriminali.*

### 11. Hlas amministrattiv u abbandun ta' applikazzjonijiet

(i) Kull applikazzjoni għall-għajjnuna taħt din l-iskema għandha tiġi preżentata lill-Awtorità u dik l-applikazzjoni ma tiġix aċċettata kemm-il darba ma jkunx hemm magħha s-somma ta' għaxar ewro (€10) bħala hlas amministrattiv u d-dokumenti kollha meħtieġa.

(ii) Meta xi applikant taħt din l-iskema jonqos li jidher għall-ftehim meta jkun imsejjaħ mill-Awtorità, l-applikazzjoni tiegħu titqies li għet abbandunata u kull hlas u depożitu mħallsa minnu jintilfu. F'kull każ, kull spiza magħmula mill-applikanti inkonnesjoni mal-applikazzjoni tagħhom tkun a karigu tagħhom u ma jiġux meħuda lura mill-istess applikanti kemm jekk l-applikazzjoni tkun aċċettata mill-Awtorità kemm jekk ma tiġix aċċettata mill-Awtorità.

### 12. Dħul annwu totali tal-applikant

Għall-iskopijiet ta' din l-applikazzjoni d-dħul annwu aggregat tal-applikant u benefiċċjarji jinkludi:

(i) dħul gross minn impjeg, paga u/jew salarju, overtime, pensjoni u/jew benefiċċju soċjali oħra tal-applikanti (esklużi ċ-children's allowance) fl-intier tagħhom għas-sena bażi preċedenti. F'każ li fis-sena preċedenti l-applikant ma kellu l-ebda dħul allura l-Awtorità tad-Djar tikkunsidra d-dħul fid-data tal-applikazzjoni. Meta l-applikazzjoni ssir minn żewġ applikanti jew aktar, jiġi kkunsidrat id-dħul gross minn impjeg tal-applikanti kollha.

(ii) id-dħul tal-applikant għas-sena bażi kalendarja minn kapital imħaddem, bħal depożiti f'banek, shares, stocks, self, kirjiet, investimenti f'intrapriżi kummerċjali, investimenti oħra, fil-proprjetà inkluz qliġh kapitali (capital gains).

consider necessary for the carrying out of this Scheme. The Housing Authority reserves the right to verify the rent with the landlords.

### 10. Penalty for false information

If at any time, it results that applicants have made a false declaration or given incorrect information/documents for the purposes of any application or in connection with any revision exercise made under this Scheme, without prejudice to any penalty for which they may have become liable under any other law, applicants shall be liable to the payment to the Authority, of a fine equivalent to the total of any benefit from which applicants have benefited under the provisions of the Scheme. They will also be disqualified for a period of five (5) years from benefiting from any scheme made with the approval of the Minister responsible for Housing, and shall forfeit the right to any benefit under this Scheme.

*Incorrect or false declaration/documents may also lead the applicant to the commencement of criminal procedures against him.*

### 11. Administrative charges and abandoned applications

(i) Each application for assistance under this Scheme shall be lodged to the Authority and that application shall not be accepted unless accompanied by the sum of ten euro (€10) as an administrative charges and together with all the necessary documents.

(ii) Where any applicant under this Scheme fails to appear on the agreement regulating the receipt of the housing benefit when asked to do so by the Authority, his application shall be deemed to have been abandoned and any expenses incurred by the applicants in connection with their application, shall not be recoverable by the applicants whether or not their application is successful.

### 12. Aggregate annual income

For all purposes of the application, calculation of the aggregate annual income of applicant shall be as follows:-

(i) the gross income from any occupation, pay and/or salary, overtime, pension and/or other social benefits (excluding children's allowance) earned by the applicants during the basic preceding calendar year. In the eventually that the applicant had no income in the preceding year, the Authority will take in consideration the income being earned by applicant on date of application. When the application is made by two or more applicants, the gross income of all applicants is taken into consideration.

(ii) the applicant's income during the basic calendar year from capital assets such as; bank deposits, stocks, shares, loans, rents, investments in commercial enterprises, other investments in property, including capital gains.

(iii) għall-iskop ta' din l-applikazzjoni, id-dhul annwu aggregat totali tas-sena tal-applikant għandu jkun dak id-dhul tal-applikant/i determinat fis-subklawsoli ta' din il-klawsola. Iżda l-Awtorità tad-Djar ma tkunx marbuta li taċċetta dikjarazzjonijiet, dokumenti jew informazzjoni oħra mogħtija lilha mill-applikant f'din l-applikazzjoni, jekk l-Awtorità tad-Djar tikkonsidra b'mod raġjonevoli illi tali dikjarazzjonijiet, dokumenti jew informazzjoni bħala mhumiex korretti jew veri.

F'dan il-każ, l-Awtorità għandha tirreferi l-każ lill-Bord tal-Appell mahtur mill-Bord tal-Awtorità tad-Djar, sabiex dan jstabbilixxi d-dhul tal-applikanti. Id-deċiżjoni tal-Bord tal-Appell tkun finali u torbot kemm lill-Awtorità kif ukoll lill-applikanti. L-applikanti milquta għandhom id-dritt jagħmlu r-rappreżentazzjonijiet tagħhom quddiem il-Bord tal-Appell.

(iv) mid-dhul gross annwu jitnaqqas kull ammont li persuna separata thallas lill-parti l-oħra bħala manteniment. Dan l-ammont jitnaqqas wara li jiġi provdut dokument, iffirmit mill-avukati taż-żewġ partijiet b'dikjarazzjoni li, l-ammont uffiċjali kif huwa dikjarat fil-kuntratt tas-separazzjoni qieghed fil-fatt jiġihallas.

### 13. Benefiċċju fuq il-kera

Il-benefiċċju fuq il-kera jkun ibbażat fuq id-dhul annwu kif ukoll il-kera mħallsa mill-applikanti. It-tabella t'hawn taht tindika l-kategorija ta' applikanti li jistgħu japplikaw taht din l-iskema, id-dhul massimu taht kull kategorija kif ukoll l-ammont massimu ta' benefiċċju kull applikant ikun intitolat għalih:

Kategorija	Membri tal-familja	Dhul Massimu	Benefiċċju Massimu
1	Persuna Waħedha	€14,700	€3,600
2	Ġenitur Wiehed b'wild wiehed	€19,050	€4,800
3	Ġenitur Wiehed b'zewġ ulied jew aktar	€23,400	€5,000
4	Żewġ Adulti mingħajr tfal	€19,000	€3,600
5	Koppja b'wild wiehed	€23,800	€4,800
6	Koppja b'zewġ ulied jew aktar	€28,600	€5,000
7	Tliet Adulti jew aktar jgħixu flimkien	€27,900	€5,000

(iii) for the purpose of this application, the aggregate annual income of the applicants shall be the income of the applicant/s determined in accordance with the foregoing sub-clauses of this clause. Yet the Authority shall not be bound to accept any declaration, documents or information given to it by the applicants under this Scheme, should it reasonably consider such declaration, documents or information incorrect or untrue.

In this case the Authority is to refer the matter to the Appeals' Board of the Housing Authority appointed by the Housing Authority Board, in order to establish the income of the applicants/beneficiaries. The decision of the Appeals' Board will be final and shall bind both the Authority and the applicants/beneficiaries. The applicants/beneficiaries effected by this provision have the right to make written objections to the Appeals' Board.

(iv) from the gross annual income of a separated person any amount paid to the other part as alimony will be deducted. This amount will be deducted after a document is provided, signed by the lawyers of both parties, with a declaration that the official amount as declared in the Deed of Separation is in fact being paid.

### 13. Housing benefit

(i) The benefit shall be based on the annual income of the applicants together with the rent being paid by them. The following table indicates the various categories of applicants who can benefit from this scheme, their maximum income permitted together with the maximum amount of housing benefit these applicants are entitled to:

Category	Households	Maximum Income	Maximum Benefit
1	Single Person	€14,700	€3,600
2	Single Parent with 1 child	€19,050	€4,800
3	Single Parent with 2 children and more	€23,400	€5,000
4	Two Adults without children	€19,000	€3,600
5	Couple with 1 child	€23,800	€4,800
6	Couple with 2 children and more	€28,600	€5,000
7	3 or more adults living together	€27,900	€5,000

F'każ ta' persuna jew familja li jkollhom xi membru li jkun ibati minn xi diżabbiltà, id-dhul ma għandux jeċċedi t-€30,000.

Jingħataw €125 addizzjonali fis-sena lill-familja li jkollhom xi membru li jkun ibati minn xi diżabbiltà, €125 addizzjonali fis-sena lill-familja li jkunu aktar minn 5 membri u jingħataw ukoll €300 addizzjonali fis-sena lill-familja li jkollhom jgħixu magħhom tfal fostered.

Persuni waħedhom li:

kienu għamli xi zmien f'xi djar tat-tfal; jew  
kienu f'xi perijodu fostered; jew  
ikunu heġġin mill-Faċilità Korrettiva ta' Kordin; jew  
ikunu għadhom kif temmew b'suċċess programm ta' riabilitazzjoni,

jibbenefikaw minn aktar benefiċċju fuq il-kera sakemm jilħqu it-tmienja u għoxrin (28) sena.

Id-dhul annwu għas-sena bażi fit-Tabella fuq indikata jkun rivedut kull sena bl-ammont ta' awment għall-kumpens tal-għoli tal-ħajja.

Membru tal-familja għandu jinkludi biss:

(1) l-applikanti; u

(2) tfal li jgħixu fil-familja li jinkludu tfal fostered, neputijiet jew tfal relatati mal-applikant sa tieni grad anke fil-linja kollaterali. It-tfal iridu jkunu:

(i) mhux miżżewġa; u

(ii) dipendenti mill-applikant; u

(iii) bla impjeg; u

(iv) taħt it-tmintax-il sena.

L-età ma tapplikax għall-persuni reġistrati bħala *disabled*.

(ii) Il-benefiċċju jiġi mħallas dirett lill-applikanti li jikkwalifikaw taħt din l-iskema permezz ta' direct credit.

(iii) (a) is-sena bażi kalendarja li fuqha jiġi assessjat id-dhul annwu jkun dak tas-sena kalendarja li tippreċedi d-data tal-applikazzjoni, għall-ewwel assessment u mbagħad kull sentejn ta' wara. F'każ li fis-sena preċedenti l-applikant ma kellu l-ebda dhul allura l-Awtorità tad-Djar tikkunsidra d-dhul fid-data tar-revizjoni. Kull sentejn l-Awtorità tad-Djar tagħmel revizjoni fuq id-dhul tal-applikanti.

In case of a disabled person, or a disabled person within a household, the annual income should not exceed €30,000.

An additional €125 per annum will be granted to families having a disabled member, an additional €125 per annum will also be granted to families having more than 5 members, and an additional €300 per annum to families having fostered children living with them.

Single people who:

lived in care; or  
were for a period of time fostered; or  
left CCF; or  
who have successfully completed a rehabilitation/therapeutic programme;

can enjoy more benefit until the age of twenty eight (28).

The annual income for the basic year in table above, shall be reviewed every year by the amount of increase on cost of living.

A member of the family is to include only:

the applicants; and

children living in the household including fostered children, grandchildren or children related to the applicant up to the second degree even in the collateral line. The children must be:

(i) not married; and

(ii) dependent on the applicant; and

(iii) not gainfully employed; and

(iv) under 18 years of age.

The age limit shall not apply to children registered as disabled.

(ii) the benefit shall be given directly to successful applicants by means of direct credit.

(iii) (a) the basic calendar year on which the annual income is to be assessed shall be that of the calendar year preceding the date of application, for the first assessment and then every two years thereafter. In the eventually that the applicant had no income in the preceding year, the Authority will take in consideration the income being earned by applicant on date of revision. Every two years the Authority will revise the applicants' annual income.

(b) f'kull sena tar-reviżjoni l-applikant irid jissodisfa l-kundizzjonijiet kollha tal-iskema. Jekk fid-data tar-reviżjoni hu ma jissodisfax il-kundizzjonijiet ta' Klawso 5 u 6 ta' din l-iskema (u dan minkejja li fid-data tal-applikazzjoni hu kien issodisfa dawn il-kundizzjonijiet u b'hekk kien ikkwalfika) ma jkunx intitolat għal xi benefiċċju ulterjuri.

(iv) Il-benefiċċju jkun effettiv mill-ewwel gurnata tax-xahar ta' wara li tiġi aċċettata l-applikazzjoni imma revizzjonijiet futuri jkunu effettivi mill-pagament li jkun imiss wara sentejn mid-data li kien ikopri l-ewwel pagament tal-benefiċċju.

(v) is-sussidju jiġi mħallas lill-applikant tal-anqas bi tliet xhur b'lura u skont kif jiġihallas minnu wara talba lill-Awtorità kontra riċevuta tal-pagament tal-kera kollha lis-sid.

#### 14. Kwalifikazzjoni għall-benefiċċju fuq il-kera

L-applikant ikompli jikkwalifika għall-benefiċċju wara li l-Awtorità taċċerta ruhha li l-informazzjoni mogħtija tkun korretta u valida.

Persuna li, fl-ewwel data tal-pubblikazzjoni ta' din l-iskema fil-Gazzetta tal-Gvern, ikollha applikazzjoni taht xi skemi preċedenti tas-sussidju tal-kera tal-Awtorità tad-Djar, tista' tapplika biex tittermina l-applikazzjoni preċedenti u tapplika taht din l-iskema. L-applikazzjoni tiġi kkunsidrata f'każ biss li tissodisfa l-kundizzjonijiet kollha ta' din l-iskema. B'dana illi l-ħlas amministrattiv diġà mħallas fuq l-ewwel applikazzjoni ma jiġix rifuż.

#### 15. Telf tal-benefiċċju

Jekk il-benefiċjarju:

(a) jonqos li jipprovdni d-dokumenti mitluba minnu fiż-żmien stipulat; jew

(b) ikun ta informazzjoni li, f'kull ħin, tinstab li hi skorretta; jew

(c) jonqos milli josserva l-kundizzjonijiet tal-iskema; jew

(d) ma jibqax jgħix u juża l-fond bħala r-residenza ordinarja tiegħu; jew

jonqos li jipprovdni l-kuntratt tal-kirja kif ukoll irċevuti validi tal-kera mħallsa;

(b) in each year where a revision of income takes place, the applicant has to satisfy all conditions of the scheme and will not be eligible for any housing benefit if the applicant does not satisfy conditions at Clauses 5 and 6 of this scheme (even though he would have been eligible for benefit on date of application).

(iv) the benefit shall become effective from the first day of the month following acceptance of application but future revisions shall become effective from the next payment due and after two years following the date of the first payment.

(v) the benefit is paid to applicants at least three months in arrears or depending on how often the payments are effected by applicants and then only after submission to the Housing Authority of the receipt of payment of whole rent to the lessor.

#### 14. Qualification for housing benefit

The applicant shall continue to qualify for the benefit after the Authority ascertains that the information given is correct and valid.

A person, who on the first day of the publication of this scheme, will have a valid application under the previous rent subsidy schemes, can apply to terminate his previous application and submit an application under this scheme. The new application will only be considered if the applicant satisfies all the conditions of the scheme. The administrative charges already paid on the first application will not be refunded.

#### 15. Loss of benefit

If the beneficiary:

(a) fails to produce the documents asked for within the time indicated, or

(b) has submitted information which, at any time, is found to be incorrect, or

(c) fails to comply with the conditions of this issue; or

(d) does not continue to use the premises as his ordinary residence; or

(e) fails to submit a valid lease agreement together with valid rent receipts.



huwa awtomatikament:

(i) jitlef id-dritt għall-benefiċċju fuq il-kera għall-perijodu ta' żmien li l-Awtorità tiffissa u dan fid-diskrezzjoni assoluta tagħha, u

(ii) jiġi sugġett għall-penalitajiet sad-doppju tal-benefiċċju li kien ibbenefika, kif jiġi stabbilit mill-Awtorità fid-diskrezzjoni assoluta tagħha.

Fil-każ ta' kirjiet qabel l-1995, ikun biżżejjed li jiġu provduti l-irċevuti tal-kera.

#### **16. Meta titbattal residenza li fuqha qed tingħata għajjnuna**

Meta l-applikant jiddeċiedi li jivvaka r-residenza tiegħu li fuqha qed tingħata għajjnuna, huwa għandu javża b'dan lill-Awtorità minn qabel u l-benefiċċju jiġi mwaqqaf immedjatament kif l-applikant jieqaf jgħix f'din ir-residenza, u kull benefiċċju mhallas għal dak il-perijodu li jiġi wara li l-applikant jieqaf li jgħix fir-residenza, għandu jiġi rifiż.

#### **17. Dritt ta' rifiż ta' applikazzjoni**

Minkejja kull haġa li tinsab fid-dispożizzjonijiet ta' din l-iskema l-Awtorità jkollha d-dritt li tirrifjuta kull applikazzjoni.

#### **18. Tul tal-iskema**

Din l-iskema tibqa' in vigore għall-perijodu ta' sena mid-data tal-pubblikazzjoni tagħha fil-Gazzetta tal-Gvern u tkun imġedda awtomatikament għall-perijodu ta' sena oħra sakemm ma jiġix ippubblikat fil-Gazzetta tal-Gvern avvż li jtemm l-iskema.

#### **19. Interpretazzjoni**

F'kull każ qed jiġi ribadit li f'każ ta' divergenza bejn it-test Malti u dak Inġliż, it-test Malti għandu jipprevali.

#### **20. Emendi għall-iskema**

L-Awtorità żzomm id-dritt li tagħmel kwalunkwe emenda neċessarja għal din l-iskema billi tippubblika dawn l-emendi fil-Gazzetta tal-Gvern. Tali emendi jistgħu jsiru anke biex japplikaw b' mod retroattiv. Ebda emenda ma tista' tesponi lill-Awtorità għal xi azzjoni ta' danni jew għal xi azzjoni legali oħra.

he shall automatically:

(i) forfeit the right for benefit on the rent for the period of time which the Authority may determine in its absolute discretion, and

(ii) becomes liable to a penalty up to twice the benefit enjoyed, as the Authority may determine in its absolute discretion.

Only rent receipts are necessary in case of rents entered into prior to 1995.

#### **16. Vacation of premises on which the housing benefit has been granted**

If the applicant decides to vacate the premises on which a benefit has been granted, he should notify the Authority in advance and the benefit shall be stopped immediately the applicant ceases to reside in the house, and any benefit in respect of the period following the termination of occupancy will have to be refunded.

#### **17. Right of refusal**

Notwithstanding anything contained in the foregoing provisions of this Scheme, the Authority shall have the right to refuse any application.

#### **18. Duration of scheme**

This Scheme shall remain in force for a period of one year from the date of its publication in the Government Gazette, and shall be automatically renewed for a further period of one year unless a notice to the contrary is published in the Government Gazette indicating that the scheme has been withdrawn.

#### **19. Interpretation**

In case the Maltese text differs from the English text, the Maltese text will prevail.

#### **20. Amendment of scheme**

The Authority shall have the right to make any amendments to this Scheme by publication of the said amendments in the Government Gazette. Such amendments may be made applicable retroactively. No amendments shall subject the Authority to an action for damages or any other legal action.

## FORZI ARMATI TA' MALTA

## ARMED FORCES OF MALTA

**Programm ta' Sparar Attiv fir-Ranges ta' Pembroke – Frar 2019**

Il-Forzi Armati ta' Malta se jwettqu programm ta' sparar attiv fis-6 ta' Frar, 2019, u d-data tar-riżerva fit-8 ta' Frar, 2019. It-taħriġ ta' sparar attiv se jibda fis-7.00 a.m. u huwa skedati li jispicċa fl-4.00 p.m. Dan it-taħriġ se jikkonsisti f'taħriġ/ittestjar ta' Browning 0.50 caliber.

L-entitajiet kollha huma infurmati li l-FAM se jattivaw LMD-1 Pembroke High. Iż-żona hija identifikata b'settur taċ-ċirku 8.5NM raġġ b'ċentru fuq 35°56.21N 014°28.717E minn 335° GEO favur l-arloġġ għal 060° GEO – FYI Arc hija definit bil-Coordinates. Limitu ta' fuq huwa 29000FT AMSL. GR531772.

Il-bastimenti kollha għandhom iżommu tmienja punt hamsa (8.5NM) mili nawtiċi 'l bogħod mix-xatt ta' Pembroke fid-dati u l-ħinijiet imsemmija.

Għandhom jittajru b'nadar ħomor fil-limiti tar-ranges konċernati fid-dati u l-ħinijiet imsemmija.

MATS għandhom jattivaw LMD 01 'Pembroke High' matul il-ħinijiet imsemmija.

L-1 ta' Frar, 2019

## SOVRINTENDENZA TAL-PATRIMONJU KULTURALI

Lista ta' kuntratti mogħtija mis-Sovrintendenza tal-Patrimonju Kulturali bejn l-1 ta' Lulju, 2018 u l-31 ta' Diċembru, 2018, ippubblikati skont l-Artiklu 111(2) tar-Regolamenti, tal-Kontijiet Pubbliċi (AL 352/2016).

Ma kienx hemm kwotazzjonijiet, varjazzjonijiet u offerti bejn l-1 ta' Lulju, 2018, u l-31 ta' Diċembru, 2018.

L-1 ta' Frar, 2019

Isem tad-Direct Order/Suġġett tad-Direct Order	Data Approvata
<i>Direct Order Name/Subject of Direct Order</i>	<i>Approval Date</i>
Supply of fourteen (14) laptops (incl. MS Office 365 Pro Plus 1-year subscription)	30/07/2018
Office Support Services	04/09/2018
Office Support Services	01/10/2018
Office Support Services	30/10/2018

**Live Gunnery Firing Programme – Pembroke Ranges – February 2019**

Live firing practice will be taking place at Pembroke Ranges on 6th February, 2019 and reserve date on 8th February, 2019. The gunnery live practice will commence at 7.00 a.m. and is scheduled to end at 4.00 p.m. This practice will consist of training/testing of the Browning 0.50 caliber.

The attention of all entities concerned is drawn to the fact that AFM will be activating LMD-1 Pembroke High. The area is identified by a sector of circle, 8.5NM radius centered at 35°56.21N 014°28.717E from 335° GEO clockwise to 060° GEO – FYI Arc is defined by Coordinates. Upper limit is 29000FT AMSL. GR531772.

All vessels are to keep eight and a half nautical miles (8.5 NM) off Pembroke coast during the above dates and times.

Red marker flags indicating that the ranges are in use will be flown on the dates and times in caption from the limits of the ranges concerned.

MATS is to activate LMD 01 'Pembroke High' during the above times.

1st February, 2019

## SUPERINTENDENCE OF CULTURAL HERITAGE

List of contracts awarded by the Superintendence of Cultural Heritage during the period between 1st July, 2018 and 31st December, 2018, published in terms of Section 111(2) of the Public Procurement Regulations (LN 352/2016).

There were no quotations, variations and tenders between 1st July, 2018 and 31st December, 2018.

1st February, 2019

Isem tal-Kuntrattur	Ammont tal-Kuntratt eskluża l-VAT
<i>Contractor's Name</i>	<i>Contract Value Excluding VAT</i>
MITA	€9,546.60
Margaret Gauci	€8,844.52
Emanuel Cassar	€9,285.44
Isabelle Sammut	€9,322.40

## AWTORITÀ TAL-IPPJANAR

## PLANNING AUTHORITY

Lista ta' kuntratti għal offerti, kwotazzjonijiet, direct orders u varjazzjonijiet mogħtija mill-Awtorità tal-Ippjanar matul il-perjodu bejn l-1 ta' Lulju, 2018 u l-31 ta' Diċembru, 2018, ippubblikata skont ir-Regolament 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku, 2016.

List of contracts for tenders, quotations, direct orders and variations awarded by the Planning Authority during the period between 1st July, 2018 and 31st December, 2018, published in terms of Regulation 111(2) of the Public Procurement Regulations 2016.

L-1 ta' Frar, 2019

1st February, 2019

**Offerti/Tenders**

Referenza tal-Offerta <i>Tender Reference No.</i>	Isem l-Offerta/Suggett tal-Offerta <i>Tender Name/Subject of Tender</i>	Data tal-għotja <i>Award Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
CT3074/2017	Service Tender for Dissemination Tool/s for the Distribution and Reporting of Data to the Government, Public, Scientific Domains and EU/International Reporting	9/8/2018	Epsilon Malta Limited	€145,000.00
CT3087/2018	Supply Tender for the Aquisition, Installation, Commissioning and Testing of Equipment partially using energy efficient equipment: Immersive 360° Virtual Environment System and Related Accessories	15/10/2018	PT Matic Environmental Services Ltd	€398,000.00
T02/2018	Supply Tender for the provision of Fifty (50) Energy Efficient Notebooks and Accessories for the Planning Authority	19/7/2018	Merlin Computers Ltd	€52,450.00
T03/2018	Tender for the Provision of Health and Safety Services to the Planning Authority	9/10/2018	Armor Consultants Ltd	€43,661.00
T04/2018	Supply Tender for the Leasing of Low Emissions Self-Drive Mini SUVs by the Planning Authority	9/10/2018	Burmarrad Commercials Ltd	€22,447.50 (Lot 1) €22,447.50 (Lot 2)
CT3124/2018	Tender for the Provision of Training Courses, including Transport Services in an Environmentally Friendly Manner, to Build the Institutional and Administrative Capacity of the Planning Authority in relation to Land Use Planning Procedures	22/12/2018	PricewaterhouseCoopers	Lot 1 - €168,700
NP/PA/001/2018	Negotiated Procedure for an Accredited Institute to offer courses using Energy Efficient Equipment in the Field of Geomatics at MQF Levels 4 and 5	20/12/2018	Epsilon Malta Limited – St Martin's Education Services Limited	€ 300,000.00

**Kwotazzjonijiet/Quotations**

Referenza tal-Kwotazzjoni <i>Quotation Reference No.</i>	Isem tal-Kwotazzjoni/Suġġett tal-Kwotazzjoni <i>Quotation Name/Subject of Quotation</i>	Data tal-ghotja <i>Award Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
N/A	Office Furniture for the new Enforcement Directorate's Premises	3/7/2018	MGT Limited	€6,794.00
N/A	Membrane works at the Planning Authority	21/8/2018	WP Limited	€13,034.64
RFQ19/2018	Engagement of First Level Controller for the Interreg ThreeT Project	1/9/2018	Ernst & Young Malta Ltd	€6,300.00
RFQ03/2018/3	Virtual Impact Assessment	22/3/2018	Virtual Reality Studios Ltd	€9,675.00

**Direct Orders**

Nru. tar-Ref. tad-Direct Order <i>Direct Order Reference No.</i>	Isem id-Direct Order/Suġġett tad-Direct Order <i>Direct Order Name/Subject of Direct Order</i>	Data Approvata <i>Approval Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
DO 14/2018	Upgrade of PlotGIS System (Planning Authority GI Plotting System)	27/7/2018	Kilabite Tech Ltd	€75,000.00
DO 15/2018	Audio Visual Productions	2/8/2018	Halo Pictures Ltd	€9,500.00
DO 16/2018	Supply of Equipment, Software, Implementation and Maintenance of VDI Infrastructure	13/10/2018	Fonicom Limited	€119,505.72
DO 17/2018	Renewal of CheckPoint software license and assurance	29/10/2018	Computime Limited	€97,569.00
DO 18/2018	Marketing and Public Relations Consultancy	1/11/2018	Striped Sox Ltd	€18,000.00
DO 19/2018	Job Evaluation Exercise	15/11/2018	PricewaterhouseCoopers	€9,500.00
N/A	Parallels Remote Application Server Licence – New 35 Months x 50	16/8/2018	Fonicom Limited	€9,677.50
N/A	Lifesize Icon 600 x 1	26/10/2018	Merlin Computers Ltd	€7,508.64
N/A	5x Giga 5x Fast Ethrnet 64MB RAM 600MHz L4 - Rach Mount x 1 3CX 128 Simultaneous Call Professional Edition x 1 Annual Subscription from 1st November 2018 to 31st October 2019 x 1 year 30 Hour Support Bundle @ €50/hour x 1	31/10/2018	InterTek Laboratories Ltd	€6,943.00
N/A	8x5xNBD Parts Replacement Support for ~WS-C2960X-48FPS-L – First line telephone support by Cisco partner, IOS updates and Escalation to Cisco as with SmartNet for 3 years	9/11/2018	Harbour Solutions	€9,408.96

Nru. tar-Ref. tad-Direct Order <i>Direct Order Reference No.</i>	Isem id-Direct Order/Suġġett tad-Direct Order <i>Direct Order Name/Subject of Direct Order</i>	Data Approvata <i>Approval Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
N/A	Audio Visual Productions	26/7/2018	Halo Pictures Ltd	€9,550.00
N/A	Research Survey: Cottonera and Kalkara	11/6/2018	Novargo Ltd	€8,500.00
N/A	Specially designed writing workshops	11/10/2018	Marcelle D'Argy Smith	€8,000.00
N/A	Aircraft Charter	19/9/2018	Luna Jets	€8,750.00
N/A	Hiring of Equipment for Planning Conference 2018	6/12/2018	Studio 7 Co Ltd	€5,091.15
N/A	Decorative glassware tokens	21/12/2018	Mdina Glass Ltd	€6,864.41

**Varjazzjonijiet/Variations**

Ref. Nru. tal-kuntratt	Isem il-Kuntratt/Suġġett tal-Kuntratt	Data Approvata	Isem il-Kuntrattur	% tal-Varjazzjoni mill-Valur Originali tal-Kuntratt	Valur Originali tal-Kuntratt Eskluża l-VAT	Varjazzjoni f'€ Eskluża l-VAT	Valur Finali tal-Kuntratt Eskluża l-VAT
<i>Contract Ref. No.</i>	<i>Contract Name/Subject of Contract</i>	<i>Approval Date</i>	<i>Contractor's Name</i>	<i>% Variation from Original Contract Value</i>	<i>Original Contract Value Excl. VAT</i>	<i>Variation in € Excl. VAT</i>	<i>Final Contract Value Excl. VAT</i>
T02/2018	Supply Tender for the provision of Fifty (50) Energy Efficient Notebooks and Accessories for the Planning Authority	29/10/2018	Merlin Computers Ltd	20	€52,450.00	€10,490.00	€62,940.00

UFFIĊĊJU ELETTORALI  
UFFIĊĊJU TAL-PRIM MINISTRU

ELECTORAL OFFICE  
OFFICE OF THE PRIME MINISTER

Lista ta' kuntratti pubbliċi mogħtija mill-Uffiċċju Elettorali skont l-Artikolu 20(4) tar-Regolamenti tal-2010 dwar il-Kuntratti Pubbliċi bejn l-1 ta' Lulju, 2018 u l-31 ta' Diċembru, 2018.

List of public procurement effected by the Electoral Office in terms of article 20(4) of the Public Procurement Regulations, 2010, from 1st July, 2018 to 31st December, 2018.

L-1 ta' Frar, 2019

1st February, 2019

Nru. ta' Referenza tad-Direct Order <i>Direct Order Reference No.</i>	Isem tad-Direct Order/Suġġett tad-Direct Order <i>Direct Order Name/Subject of Direct Order</i>	Data tal-Approvazzjoni <i>Approval Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
NIL	NIL	NIL	NIL	NIL

L-AGENZJA TAT-TEKNOLOGIJA  
TAL-INFORMATIKA TA' MALTAMALTA INFORMATION  
TECHNOLOGY AGENCY

Skont id-dispożizzjonijiet tal-artikolu 111(2) tar-Regolamenti dwar il-Kuntratti Pubbliċi (A.L. 352 tal- 2016), il-Manager (Contracts and Legal) qed jippubblika l-kwotazzjonijiet, offerti, direct orders, varjazzjonijiet u proċeduri negozjati għall-perjodu bejn l-1 ta' Lulju, 2018 u l-31 ta' Dicembru, 2018.

In terms of Regulation 111(2) of the Public Procurement Regulations (LN 352 of 2016), the Manager (Contracts and Legal) is hereby publishing a list of quotations, tenders, direct orders, variations and negotiated procedures for the period between 1st July, 2018 and 31st December, 2018.

L-1 ta' Frar, 2019

1st February, 2019

**Kwotazzjonijiet b'valur ta' aktar minn €5,000/Quotations with a value of over €5,000**

Numru ta' Referenza <i>Reference Number</i>	Isem tal-Kwotazzjoni/ Deskrizzjoni <i>Quotation Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluża l-VAT <i>Contract value Excluding VAT</i>
NIL	NIL	NIL	NIL	NIL

**Offerti/Tenders**

Numru ta' Referenza <i>Reference Number</i>	Isem tal-Offerta/Deskrizzjoni <i>Tender Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluża l-VAT <i>Contract value Excluding VAT</i>
C012/18	Purchase of Load Balancer including WAF Capability Solution	14/05/2018	PROGEL SPA	€157,500.00
C030/18	Provision of Data Maintenance Service	20/05/2018	Dominic Cauchi	€28,900.00
C016/18	Roll out and Support of a Case Management System for Social Workers	05/06/2018	Exigy Limited	€490,900.00
C025/18	Building Teamwork Programme	15/06/2018	Think Talent Ltd	€20,330.00
C028/18	Provision of Temporary IT resource for Informix	10/07/2018	PTL	€124,880.00
C002/18	Provision of a Case Management Sytem for the Courts of Justice in Malta	10/07/2018	European Dynamics Consortium	€851,169.00
C027/18	Contract for the provision of Identification and Structuring of Official Registers from the Laws of Malta for the National Data Portal (CONvErGE)	11/07/2018	Nigel Scerri	€70,000.000
C018/18	Contract for the Provision of Hybrid Cloud Enabling Infrastructure and Services (CONvErGE)	19/07/2018	18Squared Consortium	€12,947,019.00
C051/18	Contract for services related to the National Cyber Security Awareness and Education Campaign 2018-2020	26/07/2018	Halo Pictures Limited	€466,392.40

Numru ta' Referenza <i>Reference Number</i>	Isem tal-Offerta/Deskrizzjoni <i>Tender Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluża l-VAT <i>Contract value Excluding VAT</i>
C045/18	Contract for the Supply, Installation, Commissioning and Maintenance of Uninterruptible Power Supply (UPS) System (CONvErGE)	17/08/2018	Vss Ltd	€77,057.84
C058/18	Provision of Temporary IT resources for .Net	17/08/2018	PTL	€130,900.00
C040/18	Contract for the Provision of Servers and related Maintenance and Support	17/08/2018	FGL Information Technology Ltd	€255,676.00
C063/18	Contract for the Provision of Medical Services	27/08/2018	Medicare Services Ltd	€40,375.00
C048/18	Provision of Cisco Network Equipment (CONvErGE)	20/09/2018	ICT Ltd	€112,349.21
C047/18	Contract for the Supply, Delivery, Installation and Maintenance of Energy efficient Air-Conditioning Units	24/09/2018	Engenuity Ltd	€131,816.54
C064/18	Provision of Energy Efficient Ultra-Portable Laptops	25/09/2018	eWorld Ltd	€304,500.00
C071/18	Configuration and Maintenance and Support of an Identity/ User and Access Management Solution	16/10/2018	ICT Ltd	€899,653.34
C060/18	Contract for the Provision of Active Networking Equipment for Dar tal-Providenza	16/10/2018	FGL Information Technology Ltd	€51,950.70
C062/18	Contract for the Provision of Awareness Raising Campaigns – Mobile Public Services Take-up	17/10/2018	MPS Marketing Ltd	€221,272.60
C084/18	Provision of Electrical Supplies, Installation and Miscellaneous Works of MITA Annex Computer Room – Oncology Hospital (CONvErGE)	31/10/2018	Engenuity Ltd	€83,359.05
C055/18	Contract for the Implementation of a Workflow Automation Solution and the Provision of Maintenance and Support Services	06/11/2018	ICT Ltd	€1,998,071.00
<b>Direct Orders</b>				
Numru ta' Referenza <i>Reference Number</i>	Isem tad-Direct Order/ Deskrizzjoni <i>Direct Order Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluża l-VAT <i>Contract value Excluding VAT</i>
C031/17/R01	Provision of Credit for Employees for Public Transport	25/06/2018	Malta Public Transport Services (Operations) Limited	€20,000.00

Numru ta' Referenza <i>Reference Number</i>	Isem tad-Direct Order/ Deskrizzjoni <i>Direct Order Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluza l-VAT <i>Contract value Excluding VAT</i>
POR046312	Digital Intelligence – UltraKit v4.1 + TX1	20/07/2018	Digital Intelligence	€5,750.00
POR046329	Practical Law Subscription Renewal	26/07/2018	Thomson Reuters	€5,720.00
POR046337	Sponsorship TV Drama named L-Gharusa	27/07/2018	Sharp Shoot Media Ltd	€5,250.00
POR046431	Rental of Stand Elements as per Design Including	22/08/2018	Big Exhibits Ltd	€8,990.00
POR046435	36 Page Colour A4 Publication 65,000 Copies	23/08/2018	Branded Juice Ltd	€5,000.00
C081/18	Purchase Order – Procurement of CISCO ASA5545 FirePOWER IPS, AMP and URL Licences	26/08/2018	ICT Ltd	€8,378.62
C083/18	Letter of Engagement for the Provision of Skillport and Nimble eLearning Solutions	28/08/2018	Information Systems Ltd	€7,700.00
POR046485	DELTA Summit Merchandise – Smartwatch	04/09/2018	Playcraft Promotional Items	€6,975.00
C109/15/R02	Manage Engine ADManager Plus Professional Edition – Annual Subscription	12/09/2018	Zoho Corporation Private Ltd	13,185.00 (USD)
C079/18	Provision of TickITplus Certification Services	14/09/2018	Lloyd's Register Quality Assurance Italy S.R.L	€87,980.00
C088/18	Provision of Consultancy Services	14/09/2018	Intelect Solutions Limited	€140,000.00
POR046606	TVAM Partnership Proposal	26/09/2018	Public Broadcasting Services	€15,000.00
POR046612	PVC Keychains 4 colour 1 side epoxy	27/09/2018	Leaf Ltd	€5,000.00
POR046631	Gadgets Sponsorship	01/10/2018	Gadgets Ltd	€7,000.00
C091/18	Provision of Maintenance on Fire Alarm at St Venera	02/10/2018	Masco Security Services Ltd	€5,000.00
C099/15/R01	Provision of Maintenance and Support for F5 Load Balancers	03/10/2018	eWorld Ltd	€8,616.16
POR046714	Annual Report	15/10/2018	Ikona Arts	€9,700.00
POR046729	Passive Infrastructural Works at Fort St Elmo	16/10/2018	I Can Ltd	€32,237.00
C011/15/R01	Provision of Enhancements on the Risk Register System and Support and Maintenance	23/10/2018	iLabMalta Ltd	€7,785.00
C099/18	Provision of Licences (Bomgar) and Support Services	30/10/2018	4Sight Technologies Limited	€10,110.71
C063/16/A02	PBX Upgrade	12/11/2018	Comsec Limited	€42,410.47



Numru ta' Referenza <i>Reference Number</i>	Isem tad-Direct Order/ Deskrizzjoni <i>Direct Order Name/Description</i>	Data tal-ghotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Name of Contractor</i>	Valur tal-Kuntratt Eskluza l-VAT <i>Contract value Excluding VAT</i>
POR047012	DanuSan Radio Endorsement	22/11/2018	Chrysander Agius	€8,000.00
POR047008	Audio Visual, Backup power and Furniture	22/11/2018	Nexos Lighting Technology	€9,545.45
POR047007	Various Stationery marketing stationery for distribution	22/11/2018	Playcraft Promotional Items	€17,166.90
POR047009	Inclusion of Cyber Security awareness topics	22/11/2018	Paul Testa	€5,000.00
POR047048	Smart Cities IoT Vertical Kit	27/11/2018	Libelium Comunicaciones Distribuidas S.L	€8,652.00
POR047097	The Entertainer – 350 Apps	04/12/2018	The Entertainer Media (Malta)	€5,932.50
C117/09/R07	Oracle Licences	05/12/2018	Oracle East Central Europe Ltd	€9,774.94
C102/18	Provision of Loadmaster Appliances and Software	14/12/2018	KEMP Technologies	€27,975.00
POR047201	TV Advert on NET TV related to Cyber Security	18/12/2018	Medialink Communications	€6,800.00
POR047173	TV Advert on ONE TV related to Cyber Security	18/12/2018	One Productions Ltd	€16,500.00
POR047207	LinkedIn - 6 Months Subscription	21/12/2018	Linkedin Ireland	€8,620.00

**Varjazzjonijiet/Variations**

Nru. ta' Ref.	Isem tal-Offerta	Nru. tal-Varjazzjoni	Data tal-ghotja	Isem tal-Kuntrattur	% ta' Varjazzjoni	Valur originali	Valur tal-varjazzjoni	Valur finali tal-Kuntratt Eskluza l-VAT <i>Final Contract value Excluding VAT</i>
<i>Ref. No.</i>	<i>Tender Name</i>	<i>Variation Number</i>	<i>Award Date</i>	<i>Name of Contractor</i>	<i>% Variation</i>	<i>Original value</i>	<i>Variation value</i>	<i>Final Contract value Excluding VAT</i>
C022/16	Provision, Maintenance and Support of a Shared Account Password Management Solution	A03	02/02/2018	Computime Ltd	42.89	€134,367.00	€57,632.00	€191,999.00
C030/15	Provision of ISO and TickITplus Certification	A01	18/04/2018	Afnor UK Ltd.	5.36	€30,274.12	€1,623.00	€31,897.12

Nru. ta' Ref.	Isem tal-Offerta	Nru. tal-Varjazzjoni	Data tal-għotja	Isem tal-Kuntrattur	% ta' Varjazzjoni	Valur originali	Valur tal-varjazzjoni	Valur finali tal-Kuntratt Eskluża l-VAT
<i>Ref. No.</i>	<i>Tender Name</i>	<i>Variation Number</i>	<i>Award Date</i>	<i>Name of Contractor</i>	<i>% Variation</i>	<i>Original value</i>	<i>Variation value</i>	<i>Final Contract value Excluding VAT</i>
C008/14	Next Generation WAN Connectivity for Government	A01	07/05/2018	Go plc.	4.86	€1,965,299.64	€95,534.32	€2,060,833.96
C031/16	Provision of Backup Facilitator Services	A02	06/07/2018	JF Security & Consultancy Services Ltd	0.36	€43,056.00	€155.05	€43,211.05
C004/16	Transport Dispatcher Services	A02	16/07/2018	Signal 8 Security Services Malta Ltd	0.82	€24,660.00	€203.28	€24,863.28
C114/15	Provision of Medical Services	A04	01/08/2018	Medics@ work	6.52	€21,952.00	€1,431.00	€23,383.00

**Proċedura negozjata mingħajr pubblikazzjoni minn qabel**  
*Negotiated Procedure without Prior Publication*

Numru ta' Referenza	Isem tad- <i>Direct Order</i> / Deskrizzjoni	Data tal-għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
<i>Reference Number</i>	<i>Direct Order Name/Description</i>	<i>Award Date</i>	<i>Name of Contractor</i>	<i>Contract value Excluding VAT</i>
C026/09/R09	Software Maintenance and Support of e-ID System	01/03/2018	Exigy Limited	€215,768.00
C078/18	MyWork Drive Enterprise Subscriptions	14/09/2018	Wanpath LLC	162,000.00 (USD)

AWTORITÀ TA' MALTA DWAR IR-RIZORSI

MALTA RESOURCES AUTHORITY

Lista ta' kuntratti mogħtija mill-Awtorità ta' Malta dwar ir-Rizorsi mill-1 ta' Jannar, 2018 sal-31 ta' Dicembru, 2018.

List of contracts awarded by the Malta Resources Authority from the 1st January, 2018 to 31st December, 2018.

L-1 ta' Frar, 2019

1st February, 2019

Nru. tal-kuntratt	Deskrizzjoni	Data	Kuntrattur	Aspett Finanzjarju inkluża l-VAT
<i>Contract No.</i>	<i>Description</i>	<i>Date</i>	<i>Contractor</i>	<i>Financial Aspect inclusive of VAT</i>
MRA/12/2018 (Direct Contract)	Capacity building project at MRA and ERA on national inventories of GHG Gas emissions and removals of emissions of air pollutants, including training	26/09/2018	Aether Ltd (UK)	€39,063.90

## BORŻA TA' MALTA

## MALTA STOCK EXCHANGE

Lista ta' offerti u direct orders mogħtija mill-Borża ta' Malta matul il-perjodu bejn l-1 ta' Lulju, 2018 u l-31 ta' Diċembru, 2018, ippubblikata skont ir-Regolament 111(2) tar-Regolamenti dwar l-Akkwist Pubbliku, 2016.

List of tenders and direct orders awarded by the Malta Stock Exchange during the period between 1st July, 2018 and 31st December, 2018, published in terms of Regulation 111(2) of the Public Procurement Regulations 2016.

L-1 ta' Frar, 2019

1st February, 2019

**Offerti/Tenders**

Referenza tal-Offerta <i>Tender Reference No.</i>	Isem l-Offerta/Suġġett tal-Offerta <i>Tender Name/Subject of Tender</i>	Data tal-ġhotja <i>Award Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
MSE03/2018	Invitation to Tender for the Provision of Health Insurance Scheme for the Malta Stock Exchange employees and their dependents	26 December 2018	Atlas Healthcare Insurance Agency Limited	€30,073.36

**Direct Orders**

Nru. tar-Ref. tad-Direct Order <i>Direct Order Reference No.</i>	Isem id-Direct Order/Suġġett tad-Direct Order <i>Direct Order Name/Subject of Direct Order</i>	Data Approvata <i>Approval Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt eskluża l-VAT <i>Contract Value Excl. VAT</i>
MF 100/18/23	Provision of Assessment/gauge of the Cyber Security Posture of the Malta Stock Exchange's resources against known Cyber Security vulnerabilities and exploits	22 November 2018	D4N6 Data Security	€17,900.00

## KUNSILL LOKALI L-BIRGU

## BIRGU LOCAL COUNCIL

**Laqgħa Annwali tal-Lokalità****Annual Locality Meeting**

Skont l-Artikolu 70 tal-Att dwar Kunsilli Lokali (Kap. 363), se ssir laqgħa annwali tal-lokalità nhar il-Ġimgħa, it-8 ta' Frar, 2019, fis-Sala tal-Kunsill Lokali l-Birgu fis-6.00 p.m.

In accordance with Article 70 of the Local Councils' Act (Cap. 363), an annual locality meeting will be held on Friday, 8th February, 2019, at the Birgu Local Council offices at 6.00 p.m.

Għal din il-laqgħa huma mhegġa li jattendu u jieħdu sehem fid-diskussjoni dawk il-persuni kollha li isimhom jidher fl-aħħar Reġistru Elettorali għall-Kunsill Lokali l-Birgu.

All residents whose names are listed on the Birgu Local Council Electoral Register are invited to attend and participate in the discussion.

Ir-residenti li jattendu jkunu jistgħu jagħmlu suggerimenti biex jiġu kkunsidrati mill-Kunsill.

Participants can put forward their suggestions for the Council's consideration.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI N-NADUR

## NADUR LOCAL COUNCIL

**Laqgħa Annwali tal-Lokalità****Annual Locality Meeting**

Skont l-Artikolu 70 (1) tal-Att dwar il-Kunsilli Lokali (Kap. 363), se ssir il-Laqgħa Annwali tal-Lokalità nhar il-Gimgha, 15 ta' Frar, 2019, fis-Sala Joe Tabone, fl-uffiċċju tal-Kunsill Lokali n-Nadur, Triq it-Tramuntana, In-Nadur, fit-3.00 p.m.

In accordance with Article 70 (1) of the Local Council's Act (Cap. 363), the Nadur Annual Locality Meeting will be held on Friday, 15th February, 2019, at the Joe Tabone Hall, Nadur Local Council office, Triq it-Tramuntana, Nadur, at 3.00 p.m.

Ir-residenti li isimhom jidher fl-aħħar regjistru elettoral għall-Kunsill Lokali n-Nadur huma mhegga li jattendu u jipparteċipaw fid-diskussjoni. Il-parteċipanti jistgħu jressqu s-suggerimenti tagħhom għall-kunsiderazzjoni tal-Kunsill.

All residents whose names appear in the last Local Council's electoral register are urged to attend and to participate in this discussion. All those participating can put forward their suggestions for the Council's consideration.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI L-GĦARB

## GĦARB LOCAL COUNCIL

**Laqgħa Pubblika Annwali****Annual Locality Meeting**

Skont l-Artikolu 70 (1) tal-Att dwar Kunsilli Lokali (Kap. 363), il-Kunsill Lokali l-Għarb jgħarraf li l-laqgħa annwali tal-lokalità se ssir nhar l-Erbgħa, it-13 ta' Frar, 2019, fl-4.30 p.m. fis-sala tal-Kunsill Lokali, Triq il-Viżitazzjoni, L-Għarb.

In accordance with Article 70 (1) of the Local Councils Act (Cap. 363), the Għarb Local Council notifies that it will be holding its annual locality meeting on Wednesday, 13th February, 2019, at 4.30 p.m. at the Local Council's hall, Triq il-Viżitazzjoni, Għarb.

Dawk ir-residenti kollha li isimhom jidher fl-aħħar regjistru elettoral tal-lokalità huma mistiedna li jattendu.

All those residents whose names appear on the locality's last electoral register are invited to attend.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI L-KALKARA

## KALKARA LOCAL COUNCIL

**Laqgħa Pubblika****Public Meeting**

Skont l-Artikolu 70 (1) tal-Att dwar il-Kunsilli Lokali (Kap. 363), il-Kunsill Lokali l-Kalkara jgħarraf illi se ssir Laqgħa Pubblika nhar l-Erbgħa, it-13 ta' Frar, 2019, fis-6.00 p.m., fl-Uffiċċini tal-Kunsill Lokali, 1/2 Binja tas-Salvatur, Triq Luigi Pisani, Il-Kalkara.

In accordance with Article 70 (1) of the Local Council's Act (Cap. 363), the Kalkara Local Council notifies that it will be holding a public meeting which will be held on Wednesday, 13th February, 2019, at 6.00 p.m., at the Local Council Offices, 1/2 Binja tas-Salvatur, Triq Luigi Pisani, Kalkara.

Rapport amministrattiv li jiġbor is-sena 2018 se jkun ipprezentat lis-Sindku matul din il-laqgħa.

An administrative report covering year 2018 will be presented by the Mayor during this meeting.

Kulhadd huwa mistieden li jattendi.

Everyone is invited to attend.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI SAN ĠWANN

## SAN ĠWANN LOCAL COUNCIL

**Sospensjoni ta' Pparkjar****Suspension of Parking**

Il-Kunsill Lokali San Ġwann jgħarraf li hadd ma jista' jipparkja fiz-żewġ (2) parkeġġi fi Vjal ir-Rihan, quddiem il-Knisja Parrokkjali fil-granet li ġejjin:

The San Ġwann Local Council notifies that no parking will be allowed in the two (2) parking spaces in Vjal ir-Rihan, in front of the Parish Church on the following days:

Minn nhar it-Tnejn, 11 ta' Frar, 2019, mit-8.00 a.m. sal-Hamis, 14 ta' Frar, 2019.

From Monday, 11th February, 2019, from 8.00 a.m. till Thursday, 14th February, 2019.

L-1 ta' Frar, 2019

1st February, 2019

**KUNSILL LOKALI L-FURJANA**

**FLORIANA LOCAL COUNCIL**

**It-XIII-il Festival Nazzjonali tal-Loghob tan-Nar tal-Art Mekkanizzat - Il-Furjana**

**The XIII Malta Mechanised Ground Fireworks Festival - Floriana**

Il-Kunsill Lokali l-Furjana jinforma li t-XIII-il Festival Nazzjonali tal-Loghob tan-Nar tal-Art Mekkanizzat ser isir is-Sibt, 4 ta' Mejju, 2019. L-applikazzjonijiet jistgħu jingabru mill-Kunsill Lokali l-Furjana jew tintbagħat talba b'ittra elettronika. L-applikazzjonijiet mimlija għandhom jaslu l-Kunsill l-Furjana sa nofsinhar tal-Ġimgħa, 15 ta' Frar, 2019.

The Floriana Local Council notifies that the XIII Malta Mechanised Ground Fireworks Festival will be held on Saturday, 4th May, 2019. Applications can be collected from the Local Council personally or by sending a request via email. Duly filled applications will be received by the Floriana Local Council till noon of Friday, 15th February, 2019.

L-1 ta' Frar, 2019

1st February, 2019

**KORPORAZZJONI GĦAL SERVIZZI TAL-ILMA**

**WATER SERVICES CORPORATION**

Iċ-Chairman Eżekuttiv, Korporazzjoni għal Servizzi tal-Ilma jgħarraf illi:

The Executive Chairman, Water Services Corporation notifies that:

Jintlaqgħu offerti/kwotazzjonijiet fil-ġurnata u l-hin indikati hawn taħt. Il-kwotazzjonijiet/offerti għandhom jintbagħtu onlajn BISS fuq (<http://www.etenders.gov.mt>).

Tenders/quotations will be received on the date and time indicated below. Quotations/tenders are to be submitted online ONLY on (<http://www.etenders.gov.mt>).

**Sad-9.30 a.m. tal-Erbgħa, 6 ta' Frar, 2019, għal:**

**Up to 9.30 a.m. on Wednesday, 6th February, 2019, for:**

Avviż Nru. WSC/T/04/2019. Provvista u konsenja ta' PVC Pipes 600mm għall-Korporazzjoni għal Servizzi tal-Ilma.

Advt No. WSC/T/04/2019. Supply and delivery of 600mm PVC Pipes for the Water Services Corporation.

**Sad-9.30 a.m. tat-Tlieta, 12 ta' Frar, 2019, għal:**

**Up to 9.30 a.m. on Tuesday, 12th February, 2019 for:**

Kwot Nru. WSC/Q/05/2019. Provvista u konsenja ta' 150m cable għal pompi f'WWPS maġġuri għall-Korporazzjoni għal Servizzi tal-Ilma.

Quot. No. WSC/Q/05/2019. Supply and delivery of 150m cable for pumps in major WWPS for the Water Services Corporation.

**Sad-9.30 a.m. tal-Erbgħa, 13 ta' Frar, 2019, għal:**

**Up to 9.30 a.m. on Wednesday, 13th February, 2019, for:**

Avviż Nru. WSC/T/05/2019. Provvista u konsenja ta' pipe cutters għall-Korporazzjoni għal Servizzi tal-Ilma.

Advt No. WSC/T/05/2019. Supply and delivery of pipe cutters for the Water Services Corporation.

\*Kwot. Nru. WSC/Q/06/2019. Provvista u konsenja ta' cables għal WWPS generator tal-Gżira għall-Korporazzjoni għal Servizzi tal-Ilma.

\*Quot. No. WSC/Q/06/2019. Supply and delivery of cables for Gżira WWPS generator for the Water Services Corporation.

**Sad-9.30 a.m. tat-Tnejn, 18 ta' Frar, 2019, għal:**

**Up to 9.30 a.m. on Monday, 18th February, 2019, for:**

Avviż Nru. WSC/T/07/2019. Bażi ta' ftehim għall-provvista u konsenja ta' PPR manifolds għall-Korporazzjoni għal Servizzi tal-Ilma.

Advt No. WSC/T/07/2019. Framework agreement for the supply and delivery of PPR manifolds for the Water Services Corporation.

Avviż Nru. WSC/T/06/2019. Provvista u konsenja ta' knife-type gate valves (100mm-300mm) għall-Korporazzjoni għal Servizzi tal-Ilma.

Advt No. WSC/T/06/2019. Supply and delivery of knife-type gate valves (100mm-300mm) to the Water Services Corporation.

**Sad-9.30 a.m. tal-Erbgħa, 20 ta' Frar, 2019, għal:**

Avviż Nru. WSC/T/08/2019. Provvista u konsenja ta' submersible motors għal spieri tal-ilma tal-pjan għall-Korporazzjoni għal Servizzi tal-Ilma.

Id-dokumenti huma mingħajr ħlas.

\*Kwotazzjoni li qed tidher għall-ewwel darba

Id-dokumenti tal-offerti/kwotazzjonijiet jistgħu jinkisbu mill-Electronic Procurement System (<http://www.etenders.gov.mt>). Trid issir reġistrazzjoni sabiex isir użu minn dan is-sit. Operaturi ekonomiċi Maltin jeħtieġ ikollhom l-Organisation e-ID sabiex ikunu jistgħu jidhlu f'dan is-sit. Iktar informazzjoni tista' tinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Operaturi ekonomiċi li huma interessati sabiex jipparteċipaw f'dawn is-sejhiet għal offerti huma mhegga jiehdu nota tal-workshops organizzati mid-Dipartiment tal-Kuntratti. F'dawn il-workshops, operaturi ekonomiċi jkollhom l-opportunità sabiex isiru jafu ahjar kif għandhom jikkompilaw u jissottomettu l-offerti tagħhom onlajn. Iktar informazzjoni tinsab fid-dokument tal-offerta.

Il-pubbliku jista' jattendi waqt il-ftuħ u r-reġistrazzjoni tal-offerti fil-ħin u d-data msemmija aktar 'il fuq.

L-1 ta' Frar, 2019

**KORPORAZZJONI GĦAL SERVIZZI TAL-ILMA**

Iċ-Chief Executive Officer, Korporazzjoni għal Servizzi tal-Ilma jgħarraf illi:

Jintlaqgħu offerti/kwotazzjonijiet fil-gurnata u l-ħin indikati hawn taht. Il-kwotazzjonijiet/offerti għandhom jintbagħtu onlajn BISS (<http://www.etenders.gov.mt>).

**Sad-9.30 a.m. tal-Ġimgħa, 8 ta' Frar, 2019, għal:**

Avviż Nru. WSC/T/03/2019. Provvista ta' valves għall-impjanti tar-reverse osmosis għall-Korporazzjoni għas-Servizzi tal-Ilma.

Parteċipazzjoni mingħajr ħlas. Id-dokumenti tal-offerti/kwotazzjonijiet jistgħu jinkisbu minn fuq l-Electronic Procurement System (<http://www.etenders.gov.mt>). Trid issir reġistrazzjoni sabiex isir użu minn dan is-sit. Operaturi ekonomiċi Maltin jeħtieġ ikollhom l-Organisation e-ID sabiex ikunu jistgħu jidhlu f'dan is-sit. Iktar informazzjoni tista' tinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Operaturi ekonomiċi li huma interessati sabiex jipparteċipaw f'dawn is-sejhiet għal offerti huma mhegga

**Up to 9.30 a.m. on Wednesday, 20th February, 2019 for:**

Advt No. WSC/T/08/2019. Supply and delivery of submersible motors for groundwater boreholes to the Water Services Corporation.

No participation fee is required.

\*Quotation appearing for the first time

Tender/quotation documents are obtainable from the Electronic Procurement System (<http://www.etenders.gov.mt>). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their Organisation e-ID in order to access this website. More information is available from the FAQ section of the same website.

Economic operators interested in participating in these calls for tender are urged to take note of the workshops being organised by the Department of Contracts. During these workshops, simulations will be carried out so that economic operators familiarise themselves with compiling and submitting their tender online. More information is available in the tender document.

The public may attend during the opening and scheduling of tenders at the time and date specified above.

1st February, 2019

**WATER SERVICES CORPORATION**

The Chief Executive Officer, Water Services Corporation notifies that:

Tenders/quotations will be received on the date and time indicated below. Quotations/tenders are to be submitted online ONLY (<http://www.etenders.gov.mt>).

**Up to 9.30 a.m. on Friday, 8th February, 2019, for:**

Advt No. WSC/T/03/2019. Supply of valves for the reverse osmosis plants of the Water Services Corporation.

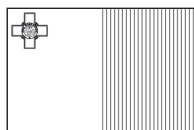
No participation fee is required. Tender/quotation documents are obtainable from the Electronic Procurement System (<http://www.etenders.gov.mt>). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their Organisation e-ID in order to access this website. More information is available from the FAQ section of the same website.

Economic operators interested in participating in these calls for tender are urged to take note of the workshops

jieħdu nota tal-workshops organizzati mid-Dipartiment tal-Kuntratti. F'dawn il-workshops, operaturi ekonomiċi jkollhom l-oportunità sabiex isiru jafu aħjar kif għandhom jikkompilaw u jissottomettu l-offerti tagħhom onlajn. Iktar informazzjoni tinsab fid-dokument tal-offerta.

Il-pubbliku jista' jattendi waqt il-ftuħ u r-reġistrazzjoni tal-offerti fil-ħin u d-data msemmija aktar 'il fuq.

L-1 ta' Frar, 2019



Programm Operattiv I – Fondi Strutturali u ta' Investiment Ewropej 2014-2020  
 “It-Trawwim ta' Ekonomija Kompetittiva u Sostenibbli li tilqa' l-Isfidi Tagħna”  
 Proġett jista' jkun ikkunsidrat biex ikun parzjalment iffinanzjat mill-Fond ta' Koeżjoni  
 Rata ta' kofinanzjament: 85% Fondi mill-UE; 15% Fondi Nazzjonali



*Operational Programme I – European Structural and Investment Funds 2014-2020*  
*“Fostering a competitive and sustainable economy to meet our challenges”*  
*Project may be considered for part-financing by the Cohesion Fund*  
*Co-financing rate: 85% European Union; 15% National Funds*

AWTORITÀ TAL-ARTIJET

LANDS AUTHORITY

L-Uffiċjal Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf li:

The Chief Executive Officer, Lands Authority, notifies that:

**Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefgħu fil-Kaxxa tal-Offerti tal-Awtorità tal-Artijiet, il-Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 7 ta' Frar, 2019.**

**Sealed tenders in respect of the following advertisements have to be dropped in the Tender Box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 7th February, 2019.**

Avviż Nru. 1. Għotja b'ċens temporarju għal ħamsa u erbgħin (45) sena ta' sit fi Triq San Rokku, Ir-Rabat, Malta, kif muri bl-aħmar fuq il-pjanta P.D.2010\_533. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond ta' €16,120 skont kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħamest elef sitt mija u disa' ewro (€5,609) fis-sena ma jiġux ikkunsidrati.

Advt No. 1. Grant on a temporary emphyteusis, for a period of forty-five (45) years, of a site in Triq San Rokku, Rabat, Malta, as shown edged in red on plan P.D.2010\_533. Tenders are to be accompanied by a Bid-Bond for an amount of €16,120 as stipulated in the tender conditions. Offers below the amount of five thousand six hundred and nine euro (€5,609) per annum will not be considered.

Irid jiħallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

A fee of €50 will be charged for each copy of tender document.

Avviż Nru. 2. Bejgħ, tale quale tal-Garaxx mingħajr l-arja tiegħu, f'Nru. 7, fi Triq Dun Frans Camilleri tar-Rabbat, il-Ħamrun muri bl-aħmar fuq pjanta P.D. 95\_81\_20. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond ta' €3,825 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tmienja u tletin elf u mitejn u ħamsin ewro (€38,250) ma jiġux ikkunsidrati.

Advt No. 2. Sale, tale quale of Garage without airspace at No. 7, in Triq Dun Frans Camilleri tar-Rabbat, Ħamrun, shown edged in red on plan P.D. 95\_81\_20. Tenders are to be accompanied by a Bid-Bond for an amount of €3,825 as stipulated in the tender conditions. Offers below the amount of thirty-eight thousand and two hundred and fifty euro (€38,250) will not be considered.

Irid jiħallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

A fee of €50 will be charged for each copy of tender document.

Avviż Nru. 3. Bejgħ, tale quale tal-Garaxx mingħajr l-arja tiegħu f'Nru. 54, Blokk H, Qasam tad-Djar, San Ġwann, muri bl-aħmar fuq pjanta P.D. 135\_81\_56\_54. L-offerti

Advt No. 3. Sale, tale quale of Garage without airspace at No. 54, Block H, Housing Estate, San Ġwann shown edged in red on plan P.D. 135\_81\_56\_54. Tenders are to

għandhom ikunu akkumpanjati b' Bid-Bond ta' €2,500 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħamsa u għoxrin elf ewro (€25,000) ma jiġux ikkunsidrati.

Irid jiġihallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

Avviż Nru. 4. Bejgħ ta' sit fi Triq il-Fraxxnu, adjaċenti mad-Dar Nru. 24 (qabel Plot 58), Triq il-Fikus, Qasam tad-Djar, Haż-Żabbar, muri bil-kannella fuq pjanta L.D. 37/81/14. Dan is-sit jintuża esklussivament bħala ġnien. L-offerti għandhom ikunu akkumpanjati b' Bid-Bond ta' €780 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sebat elef tmien mija u sittax-il ewro (€7,816) ma jiġux ikkunsidrati.

Irid jiġihallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

Avviż Nru. 5. Bejgħ ta' Sit adjaċenti mad-Dar Nru. 17, "Husey", Triq iż-Żinji, Santa Lucija, muri bl-aħmar fuq pjanta P.D.2015\_0617\_A. Dan is-sit hu soġġett għal servitujiet ezistenti ta' terzi. L-Offerti għandhom ikunu akkumpanjati b' Bid-Bond għall-ammont ta' €2,000 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' għoxrin elf ewro (€20,000) ma jiġux ikkunsidrati.

Irid jiġihallas id-dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

Avviż Nru. 6. Kiri tale quale tal-Garaxx f' Nru. 34, Triq il-Kbira, Tas-Sliema, kif muri bl-aħmar fuq il-pjanta P.D. 2013\_524. L-offerti għandhom ikunu akkumpanjati b' Bid-Bond għall-ammont ta' €6,700 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tlett elef tliet mija u ħamsin ewro (€3,350) fis-sena ma jiġux ikkunsidrati.

Irid jiġihallas id-dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

**Offerti ssigillati għall-avviżi li ġejjin għandhom jintefgħu fil-Kaxxa tal-Offerti tal-Awtorità tal-Artijiet, il-Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Ħamis, 21 ta' Frar, 2019.**

\*Avviż Nru. 7. Bejgħ tale quale tal-Garaxx mingħajr l-arja tiegħu f' Nru. 2 (qabel Nru. 20), Triq Maria de Domenicis, Santa Lucija kif muri bl-aħmar u mmarkat Nru. 2 fuq il-pjanta L.D.11/82/60. L-offerti għandhom ikunu akkumpanjati b' Bid-Bond ta' €2,400 skont kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' erbgħa u għoxrin elf ewro (€24,000) ma jiġux ikkunsidrati.

Irid jiġihallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

be accompanied by a Bid-Bond for an amount of €2,500 as stipulated in the tender conditions. Offers below the amount of twenty-five thousand euro (€25,000) will not be considered.

A fee of €50 will be charged for each copy of tender document.

Advt No. 4. Sale of a site in Triq il-Fraxxnu adjacent to House No. 24 (formerly Plot 58), Triq il-Fikus, Housing Estate, Haż-Żabbar, shown edged in brown on plan L.D. 37/81/14. This site is to be used exclusively as a garden. Tenders are to be accompanied by a Bid-Bond for an amount of €780 as stipulated in the tender conditions. Offers below the amount of seven thousand eight hundred and sixteen euro (€7,816) will not be considered.

A fee of €50 will be charged for each copy of tender document.

Advt No. 5. Sale of a site adjacent to House No. 17 "Husey", Triq iż-Żinja, Santa Lucija, shown edged in red on plan P.D. 2015\_0617\_A. This site is subject to existing third party servitudes. Tenders are to be accompanied by a Bid-Bond for an amount of €2,000 as stipulated in the tender conditions. Offers below the amount of twenty thousand Euro (€20,000) will not be considered.

A fee of €50 will be charged for each copy of tender document.

Advt No. 6. Lease tale quale of a Garage at No. 34, Triq il-Kbira, Tas-Sliema as shown edged in red on the plan P.D. 2013\_524. Tenders are to be accompanied by a Bid-Bond of €6,700 as stipulated in the tender conditions. Offers below the amount of three thousand three hundred and fifty euro (€3,350) per annum will not be considered.

The fee of €50 will be charged for each copy of tender document.

**Sealed tenders in respect of the following advertisements have to be dropped in the Tender Box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 21st February, 2019.**

\*Advt No. 7. Sale, tale quale of Garage at No. 2 (formerly No. 20) without airspace, Triq Maria de Domenicis, Santa Lucija, as shown edged in red and marked No. 2 on plan L.D.11/82/60. Tenders are to be accompanied by a Bid-Bond for an amount of €2,400 as stipulated in the tender conditions. Offers below the amount of twenty-four thousand euro (€24,000) will not be considered.

A fee of €50 will be charged for each copy of tender document.



\*Avviż Nru. 8. Bejgħ, tale quale tal-Garaxx Nru. 12 taht Appartamenti Indipendenza, f'Nru. 1, Triq Dun M. Mifsud, Santa Luċija, muri bl-aħmar fuq pjanta P.D. 11\_82\_34\_12. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond ta' €4,200 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tnejn u erbgħin elf ewro (€42,000) ma jiġux ikkunsidrati.

Irid jithallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

\*Avviż Nru. 9. Bejgħ, tale quale tal-Garaxx Nru. 8, Appartamenti Indipendenza, Triq id-Dawl, Santa Luċija, muri bl-aħmar fuq pjanta P.D. 11\_82\_114. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond ta' €9,427 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' erbgħa u disgħin elf mitejn u sebghin ewro (€94,270) ma' jiġux ikkunsidrati.

Irid jithallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

\*Avviż Nru. 10. Bejgħ tad-Dirett Dominju Temporanju u ċ-ċens relattiv ta' hames ewro u għaxar ċenteżmi (€5.10) fis-sena, għaž-żmien li fadal mill-perjodu li jintemm fl-14 t'Awwissu, 2130, regolat skont il-kuntratt fl-atti tan-Nutar Anthony Gatt tal-5 ta' Mejju, 1980, u s-sussegwenti assoluta proprjetà wara li jintemm l-imsemmi ċens temporanju, ta' sit li jiffirma parti mill-Fond f'Nru. 29, 'Malcan', Triq Giovanni Ricasoli, Il-Kalkara, kif muri bl-aħmar fuq pjanta P.D. 2018\_0153. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond ta' €1,000 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' sebat elef mitejn u hamsin ewro (€7,250) ma' jiġux ikkunsidrati.

Irid jithallas dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

\*Avviż Nru. 11. Bejgħ tad-Dirett Dominju Temporanju u ċ-ċens relattiv ta' ewro u tlieta u sittin ċenteżmi (€1.63) fis-sena, għaž-żmien li fadal mill-perjodu li jintemm fl-4 ta' Frar, 2033, regolat skont kuntratt fl-atti tan-Nutar Salvatore Vincenzo Trionfi tal-5 ta' Frar, 1883, u s-sussegwenti assoluta proprjetà wara li jintemm l-imsemmi ċens temporanju, tal-Proprjetà Kummerċjali f'Nri. 380 u 381, Triq Manwel Dimech, Tas-Sliema, muri bl-aħmar fuq pjanta P.D.2015\_0948\_A. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €30,400 skont kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' miljun mija u għoxrin elf ewro (€1,120,000) ma jiġux ikkunsidrati. Dan it-tender hu soġġett għad-dritt tal-ewwel rifjut.

Irid jithallas dritt ta' €200 għal kull kopja tad-dokument tal-offerta.

\*Advt No. 8. Sale, tale quale of Garage No. 12, underlying Appartamenti Indipendenza, at No. 1, Triq Dun M. Mifsud, Santa Luċija, shown edged in red on plan P.D. 11\_82\_34\_12. Tenders are to be accompanied by a Bid-Bond for an amount of €4,200 as stipulated in the tender conditions. Offers below the amount of forty-two thousand euro (€42,000) will not be considered.

A fee of €50 will be charged for each copy of tender document.

\*Advt No. 9. Sale, tale quale of Garage No. 8, Appartamenti Indipendenza, Triq id-Dawl, Santa Luċija, shown edged in red on plan P.D. 11\_82\_114. Tenders are to be accompanied by a Bid-Bond for an amount of €9,427 as stipulated in the tender conditions. Offers below the amount of ninety-four thousand two hundred and seventy euro (€94,270) will not be considered.

A fee of €50 will be charged for each copy of tender document.

\*Advt No. 10. Sale of the Temporary Directum Dominium and relative groundrent of five euro and ten cents (€5.10) per annum, for the remaining period which expires on the 14th August, 2130, as per deed in the acts of Notary Anthony Gatt dated 5th May 1980, and the absolute ownership after the expiration of the said temporary emphyteusis of the site forming part of Premises at No. 29, 'Malcan', Triq Giovanni Ricasoli, Kalkara, as shown edged in red on plan P.D. 2018\_0153. Tenders are to be accompanied by a Bid-Bond for an amount of €1,000 as stipulated in the tender conditions. Offers below the amount of seven thousand two hundred and fifty euro (€7,250) will not be considered.

A fee of €50 will be charged for each copy of tender document.

\*Advt No. 11. Sale of the Temporary Directum Dominium and relative groundrent of one euro and sixty three cents (€1.63) per annum, for the remaining period which expires on the 4th February, 2033, as per deed in the acts of Notary Salvatore Vincenzo Trionfi dated 5th February, 1883, and the absolute ownership after the expiration of the said temporary emphyteusis, of the Commercial Property at Nos. 380 and 381, Triq Manwel Dimech, Tas-Sliema, shown edged in red on plan P.D.2015\_0948\_A. Tenders are to be accompanied by a Bid-Bond for an amount of €30,400 as stipulated in the tender conditions. Offers below the amount of one million one hundred and twenty thousand euro (€1,120,000) will not be considered. This tender is subject to a right of first refusal.

A fee of €200 will be charged for each copy of tender document.

\*Avviż Nru. 12. Kiri tale quale ta' Hanut f'Nru. 175, Triq il-Kbira, Il-Hamrun, kif muri bl-aħmar fuq pjanta P.D.2018\_0108. L-offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €11,335 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' disat elef erba' mija ħamsa u erbgħin ewro (€9,445) fis-sena ma jiġux ikkunsidrati.

Irid jiġihallas id-dritt ta' €50 għal kull kopja tad-dokument tal-offerta.

\*Avviżi li qegħdin jidhru għall-ewwel darba

L-offerti għandhom isiru biss fuq il-formola preskritta, li, flimkien mal-kundizzjonijiet rilevanti u dokumenti oħra, tista' tinkiseb mill-Awtorità tal-Artijiet, Berġa tal-Baviera, Il-Belt Valletta, f'kull ġurnata tax-xogħol bejn it-8.30 a.m. u 11.45 a.m.

L-1 ta' Frar, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Procurement u Provvisti) fil-Ministeru għas-Saħħa, jgħarraf illi:

**Jintlaqgħu offerti elettronici rigward l-avviż li ġej sad-9.30 a.m. tal-Ħamis, 14 ta' Frar, 2019. L-offerti għandhom jintbagħtu BISS onlajn fuq ([www.etenders.gov.mt](http://www.etenders.gov.mt)) għall-provvista ta':**

CFT 009-0082/19. Madum għas-suffett u pannelli

**Jintlaqgħu offerti elettronici rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ħamis, 21 ta' Frar, 2019. L-offerti għandhom jintbagħtu BISS onlajn fuq ([www.etenders.gov.mt](http://www.etenders.gov.mt)) għall-provvista ta':**

CFT 020-0081/19. Provvista ta' dressing elastic Adhesive strips Sz 4cm x 2cm

CFT 020-0083/19. Provvista ta' devices for percutaneous closure of ASD + PFO

CFT 020-0084/19. Provvista ta' AV fistula self activating pressure dressings

CFT 021-0085/19. Provvista ta' acetylcholine injections

CFT 021-0086/19. Provvista ta' Xylomethazoline Hydrochloride nasal drops

CFT 021-0087/19. Provvista ta' Mometasone furoate cream

CFT 021-0088/19. Provvista ta' Prostaglandin F2 analogue eye drops

CFT 021-0089/19. Provvista ta' Oxybuprocaine minims

CFT 021-0090/19. Provvista ta' Beclomethasone 50mcg

CFT 020-0091/19. Provvista ta' burns dressings – face, hand, body

CFT 021-0092/19. Rifabutin 150mg capsules

\*Advt No. 12. Lease tale quale of a Shop at No. 175, Triq il-Kbira, Hamrun, shown edged in red on plan P.D. 2018\_0108. Tenders are to be accompanied by a Bid-Bond for an amount of €11,335 as stipulated in the tender conditions. Offers below the amount of nine thousand four hundred and forty-five euro (€9,445) per annum will not be considered.

The fee of €50 will be charged for each copy of tender document.

\*Advertisements appearing for the first time

Tenders should only be made on the prescribed form, which, together with the relevant conditions and other documents, is obtainable from the Lands Authority, Auberge de Baviere, Valletta on any working day between 8.30 a.m. and 11.45 a.m.

1st February, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO (Procurement and Supplies) within the Ministry for Health, notifies that:

**Electronic tenders in respect of the following notice will be received up to 9.30 a.m. on Thursday, 14th February, 2019. Tenders are to be submitted ONLY online on ([www.etenders.gov.mt](http://www.etenders.gov.mt)) for the supply of:**

CFT 009-0082/19. Soffit tiles and panels

**Electronic tenders in respect of the following notices will be received up to 9.30 a.m. on Thursday, 21st February, 2019. Tenders are to be submitted ONLY online on ([www.etenders.gov.mt](http://www.etenders.gov.mt)) for the supply of:**

CFT 020-0081/19. Supply of dressing elastic adhesive strips Sz 4cm x 2cm

CFT 020-0083/19. Supply of Devices for percutaneous closure of ASD + PFO

CFT 020-0084/19. Supply of AV fistula self activating pressure dressings

CFT 021-0085/19. Supply of Acetylcholine injections

CFT 021-0086/19. Supply of Xylomethazoline Hydrochloride nasal drops

CFT 021-0087/19. Supply of Mometasone furoate cream

CFT 021-0088/19. Supply of Prostaglandin F2 analogue eye drops

CFT 021-0089/19. Supply of Oxybuprocaine minims

CFT 021-0090/19. Supply of Beclomethasone 50mcg

CFT 020-0091/19. Supply of burns dressings – face, hand, body

CFT 021-0092/19. Rifabutin 150mg capsules

CFT 021-0093/19. Benzylpenicillin 600mg injections  
 CFT 009-0094/19. Provvista ta' dual-supply electrical distribution panels with automatic changeover  
 CFT 020-0095/19. Mitra clip  
 CFT 021-0096/19. Dapsone 50mg tablets  
 CFT 020-0097/19. Dermal regeneration template  
 CFT 020-0098/19. Injection needles for bladder

Id-dokumenti tal-offerta huma mingħajr ħlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System ([www.etenders.gov.mt](http://www.etenders.gov.mt)). Ir-reġistrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-e-ID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidhlu f'dan is-sit elettroniku. Aktar taġġir jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-hinijiet u d-dati msemmija hawn fuq.

L-1 ta' Frar, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

**Id-Direttur Maniġerjali tat-taqsimha Central Procurement and Supplies Unit, Ministeru għas-Saħħa, jgħarraf illi sottomissjonijiet għas-sejha kompetittiva ERU bir-referenza ERU Ref. Nru: ERU009-80006/19 jintlaqgħu sal-11.00 a.m. tat-Tnejn, 4 ta' Frar, 2019.**

Sejhiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitnizzlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejha kompetittiva jistgħu jintbagħtu BISS b'ittra elettronika lil ([erucalls.cpsu@gov.mt](mailto:erucalls.cpsu@gov.mt)).

L-1 ta' Frar, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

**Id-Direttur Maniġerjali tat-taqsimha Central Procurement and Supplies Unit, Ministeru għas-Saħħa, jgħarraf illi sottomissjonijiet għas-sejha kompetittiva ERU bir-referenza ERU Ref. Nru: ERU009-80007/19 jintlaqgħu sal-11.00 a.m. tat-Tnejn, 4 ta' Frar, 2019.**

Sejhiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitnizzlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejha kompetittiva jistgħu jintbagħtu BISS b'ittra elettronika lil ([erucalls.cpsu@gov.mt](mailto:erucalls.cpsu@gov.mt)).

L-1 ta' Frar, 2019

CFT 021-0093/19. Benzylpenicillin 600mg injections  
 CFT 009-0094/19. Supply of dual-supply electrical distribution panels with automatic changeover  
 CFT 020-0095/19. Mitra clip  
 CFT 021-0096/19. Dapsone 50mg tablets  
 CFT 020-0097/19. Dermal regeneration template  
 CFT 020-0098/19. Injection needles for bladder

These tender documents are free of charge.

Tender documents are only obtainable from the Electronic Public Procurement System ([www.etenders.gov.mt](http://www.etenders.gov.mt)). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their organisation e-ID in order to access this website. More information is available from the FAQ section of the same website.

The public may attend during the opening and scheduling of tenders at the times and dates specified above.

1st February, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

**The Managing Director for the Central Procurement and Supplies Unit within the Ministry for Health notifies that submissions for the ERU competitive call with reference ERU009-80006/19 will be received up to 11.00 a.m. on Monday, 4th February, 2019.**

Emergency Response Unit (ERU) competitive calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted ONLY via email ([erucalls.cpsu@gov.mt](mailto:erucalls.cpsu@gov.mt)).

1st February, 2019

CENTRAL PROCUREMENT AND SUPPLIES UNIT

**The Managing Director for the Central Procurement and Supplies Unit within the Ministry for Health notifies that submissions for the ERU competitive call with reference ERU009-80007/19 will be received up to 11.00 a.m. on Monday, 4th February, 2019.**

Emergency Response Unit (ERU) competitive calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted ONLY via email ([erucalls.cpsu@gov.mt](mailto:erucalls.cpsu@gov.mt)).

1st February, 2019

## CENTRAL PROCUREMENT AND SUPPLIES UNIT

**Id-Direttur Maniġerjali tat-taqsimha Central Procurement and Supplies Unit, Ministeru għas-Saħħa, jgħarrarf illi sottomissjonijiet għas-sejha kompetittiva ERU bir-referenza ERU Ref. Nru: ERU009-80008/19 jintlaqgħu sal-11.00 a.m. tat-Tlieta, 5 ta' Frar, 2019.**

Sejħiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitnizzlu mis-sit elettroniku tas-CPSU.

Sottomissjonijiet għal din is-sejha kompetittiva jistgħu jintbagħtu BISS b'ittra elettronika lil (erucalls.cpsu@gov.mt).

L-1 ta' Frar, 2019

## CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO (Procurement u Provvisti), fil-Ministeru għas-Saħħa jgħarrarf illi:

**Talbiet għall-Parteċipazzjoni (RFP) rigward l-offerta li ġejja jintlaqgħu sal-10.00 a.m. nhar il-Ħamis, 21 ta' Frar, 2019. It-Talbiet għall-Parteċipazzjoni għandhom jintbagħtu BISS b'ittra elettronika lil (cpsa-procurement.mfh@gov.mt).**

RFP Nru. 021-0008/19. Fresenius Products

Dawn it-Talbiet għall-Parteċipazzjoni (Central Procurement and Supplies Unit) jistgħu jitnizzlu minn ([http://health.gov.mt/en/cpsu/Pages/Request-for-Participation-\(RFPs\).aspx](http://health.gov.mt/en/cpsu/Pages/Request-for-Participation-(RFPs).aspx)).

L-1 ta' Frar, 2019

KORPORAZZJONI GĦAR-RIGENERAZZJONI  
TAL-PORT IL-KBIR

Il-Korporazzjoni għar-Rigenerazzjoni tal-Port il-Kbir tgħarrarf illi:

**Sad-9.30 a.m. tal-Ħamis, 28 ta' Frar, 2019, jintlaqgħu offeriti kompluti, inkluż id-dokumentazzjoni supplimentari, li għandhom jittellgħu fuq is-sistema e-PPS għal:**

Avviż Nru. GHRC/032/2018-PC. Servizzi ta' Supervisor tas-Saħħa u s-Sigurtà (għal proġetti tal-fondi tal-budget lokali).

Il-parteċipazzjoni għal din l-offerta hija bla ħlas u l-partijiet interessati jista' jkollhom aċċess għad-dokumenti tal-offerta mill-Electronic Procurement Portal (e-PPS) tal-Gvern ta' Malta.

Korporazzjoni għar-Rigenerazzjoni tal-Port il-Kbir  
Indirizz elettroniku: (ghrc@gov.mt)

L-1 ta' Frar, 2019

## CENTRAL PROCUREMENT AND SUPPLIES UNIT

**The Managing Director for the Central Procurement and Supplies Unit within the Ministry for Health notifies that submissions for the ERU competitive call with reference ERU009-80008/19 will be received up to 11.00 a.m. on Tuesday, 5th February, 2019.**

Emergency Response Unit (ERU) competitive calls can be downloaded from the CPSU website.

Submissions for this call for competition are to be submitted ONLY via email (erucalls.cpsu@gov.mt).

1st February, 2019

## CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Chief Executive Officer (Procurement and Supplies), in the Ministry for Health notifies that:

**Requests for Participation (RFP) in respect of the following notice will be received up to 10.00 a.m. of Thursday, 21st February, 2019. Requests for Participation are to be submitted ONLY via email (cpsa-procurement.mfh@gov.mt).**

RFP No. 021-0008/19. Fresenius Products

The above Central Procurement and Supplies Unit Request for Participation can be downloaded from ([http://health.gov.mt/en/cpsu/Pages/Request-for-Participation-\(RFPs\).aspx](http://health.gov.mt/en/cpsu/Pages/Request-for-Participation-(RFPs).aspx)).

1st February, 2019

GRAND HARBOUR REGENERATION  
CORPORATION PLC

The Grand Harbour Regeneration Corporation plc notifies that:

**Completed offers, including all required supplementary documentation, are to be uploaded on the e-PPS system by not later than 9.30 a.m. of Thursday, 28th February, 2019, for:**

Advt No. GHRC/032/2018-PC. Services of a Health and Safety Supervisor (for local budget funds projects).

Participation in this tendering procedure is free of charge and interested parties may access the tender documents on the Government of Malta's Electronic Procurement Portal (e-PPS).

Grand Harbour Regeneration Corporation plc  
Email: (ghrc@gov.mt)

1st February, 2019

## TRANSPORT MALTA

Transport Malta tgħarraf li:

**Sad-9.30 a.m. tat-Tlieta, 26 ta' Frar, 2019, jintlaqgħu offeriti elettronici u mhux kif ippubblikat qabel nhar it-Tlieta, 19 ta' Frar, 2019, għal:**

Avviz Nru. TM092/2018. Provvista u konsenja ta' karti tal-ufficju stampati bbażati fuq fibri vergni li għejjin minn sorsi legali u/jew maqtugħin b' mod sostenibbli.

Din il-partecipazzjoni hija mingħajr hlas.

L-offerti għandhom jintefgħu onlajn BISS fuq (<http://www.etenders.gov.mt>).

Għandha ssir registrazzjoni sabiex isir uzu min dan is-sit. Operaturi ekonomiċi Maltin jehtieg ikollhom l-Organisation e-ID biex jidhlu f'dan is-sit. Iktar informazzjoni tista' tinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Operaturi ekonomiċi li huma interessati sabiex jippartecipaw f'din is-sejha għall-offerti huma mhegga jiehdu nota tal-workshops organizzati mid-Dipartiment tal-Kuntratti fejn se jkollhom l-opportunità sabiex isiru jafu ahjar kif għandhom jikkompilaw u jissottomettu l-offerti tagħhom onlajn. Iktar informazzjoni tinsab fid-dokument tal-offerta.

L-1 ta' Frar, 2019

## MINISTERU GĦAL GĦAWDEX

Id-Direttur għat-Turizmu u Żvilupp Ekonomiku jgħarraf illi kwotazzjonijiet magħluqin rigward dan l-avviz jintlaqgħu sal-gurnata u l-hin indikati hawn taht.

**Sal-10.00 a.m. tal-Gimgha, 15 ta' Frar, 2019 għal:**

Kwot. Nru. MGOZ Q 22/2019. Assigurazzjoni li tkopri l-Hip Hop Hurray Family Fun Event għal Hadd il-Għid fil-Gonna Villa Rundle, Ir-Rabat, Ghawdex.

Id-dokumenti għal dawn il-kwotazzjonijiet huma bla hlas.

Il-kwotazzjonijiet għandhom isiru fuq il-formoli preskritti li, flimkien mal-kundizzjonijiet relattivi, jistgħu jinkisbu mis-sit elettroniku tal-Ministeru:

(<http://mgoz.gov.mt/en/Pages/Procurement/Quotations/Quotation.aspx>).

Il-pubbliku jista' jattendi waqt il-ftuħ u r-registrazzjoni tal-kwotazzjonijiet fil-hin u d-data msemmija aktar 'il fuq.

L-1 ta' Frar, 2019

## TRANSPORT MALTA

Transport Malta notifies that:

**Electronic tenders will be received up to 9.30 a.m. of Tuesday, 26th February, 2019, and not as previously published on Tuesday, 19th February, 2019, for:**

Advt No. TM092/2018. Supply and delivery of printed office material, paper based on virgin fibre stemming from legally and/or sustainably harvested sources.

Participation is free of charge.

Tenders are to be submitted online ONLY on (<http://www.etenders.gov.mt>).

Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their Organisation e-ID in order to access this website. More information is available from the FAQ section of the same website.

Economic operators interested in participating in these calls for tender are urged to take note of the workshops being organised by the Department of Contracts. During these workshops, simulations will be carried out so that Economic Operators familiarise themselves with compiling and submitting their tender online. More information is available in the tender document.

1st February, 2019

## MINISTRY FOR GOZO

The Director (Tourism and Economic Development) notifies that sealed quotations in respect of the following notice will be received on the day and time indicated below.

**Up to 10.00 a.m. of Friday, 15th February, 2019, for:**

Quot. No. MGOZ Q 22/2019. Insurance coverage for the Hip Hop Hurray Family Fun Event on Easter Sunday at the Villa Rundle Gardens, Victoria, Gozo.

These quotation documents are free of charge.

Quotations should be drawn out on the prescribed forms which, together with the relative conditions and other documents, may be downloaded from the Ministry's website:

(<http://mgoz.gov.mt/en/Pages/Procurement/Quotations/Quotation.aspx>).

The public may attend during the opening and scheduling of quotations at the time and date specified above.

1st February, 2019

## MINISTERU GĦAL GĦAWDEX

Id-Direttur tal-Proġetti u l-Iżvilupp jgħarraf illi kwotazzjonijiet magħluqa rigward dan l-avviż jintlaqgħu sal-gurnata u l-ħin indikati hawn taħt.

**Sal-10.00 a.m. tal-Ġimgħa, 15 ta' Frar, 2019, għal:**

Kwot. Nru. MGOZ Q 12/2019. Provvista u konsenja ta' rotary cultivator għall-Farm Sperimentali tal-Gvern fid-Direttorat għall-Proġetti u Żvilupp fil-Ministeru għal Għawdex.

Id-dokumenti tal-kwotazzjoni huma bla ħlas.

Il-kwotazzjonijiet għandhom isiru fuq il-formoli preskritti li, flimkien mal-kundizzjonijiet relattivi, jistgħu jinkisbu mis-sit elettroniku tal-Ministeru:

(<http://mgoz.gov.mt/en/Pages/Procurement/Quotations/Quotation.aspx>)

Il-pubbliku jista' jattendi waqt il-ftuħ u r-registrazzjoni tal-kwotazzjonijiet fil-ħin u d-data msemmija aktar 'il fuq.

L-1 ta' Frar, 2019

## L-AWTORITÀ TAL-IPPIANAR

**Espressjoni ta' Interess għall-Kiri ta' Garaxx f'Malta għall-Awtorità tal-Ippjanar**

(Ref: EOI 01/2019)

Id-Direttur, Servizzi Korporattivi tal-Awtorità tal-Ippjanar jgħarraf illi:

Offerti magħluqin għal espressjoni ta' interess għall-kiri ta' garaxx f'Malta għall-Awtorità tal-Ippjanar għandhom jintefgħu fil-kaxxa tal-offerti li tinsab fil-foyer tal-Awtorità, St Francis Ravelin, Il-Furjana, Malta, sa mhux aktar tard mill-10.00 a.m. tal-Ħamis, il-21 ta' Frar, 2019.

Kopja tal-espressjoni ta' interess EOI 01/2019 tista' titnizzel bla ħlas minn fuq is-sit elettroniku tal-Awtorità (<http://www.pa.org.mt/en/expression-of-interests>).

Kwalunkwe talba għal kjarifika li tikkoncerna din l-espressjoni ta' interess għandha tiġi indirizzata lid-Direttur tas-Servizzi Korporattivi fuq l-email ([tenders@pa.org.mt](mailto:tenders@pa.org.mt)) sa mhux aktar tard minn 11.45 p.m. tal-Ġimgħa, it-8 ta' Frar, 2019.

L-1 ta' Frar, 2019

## MINISTRY FOR GOZO

The Director (Projects and Development) notifies that sealed quotations in respect of the following notice will be received on the date and time indicated below.

**Up to 10.00 a.m. of Friday, 15th February, 2019, for:**

Quot. No. MGOZ Q 12/2019. Supply and delivery of a rotary cultivator to the Government Experimental Farm in the Projects and Development Directorate within the Ministry for Gozo.

The quotation document is free of charge.

Quotations should be drawn out only on the prescribed forms which, together with the relative conditions and other documents, may be downloaded from the Ministry's website:

(<http://mgoz.gov.mt/en/Pages/Procurement/Quotations/Quotation.aspx>)

The public may attend during the opening and scheduling of quotations at the time and date specified above.

1st February, 2019

## PLANNING AUTHORITY

**Expression of Interest for the Leasing of a Garage in Malta by the Planning Authority**

(Ref: EOI 01/2019)

The Director, Corporate Services of the Planning Authority notifies that:

Sealed offers for the expression of interest for the leasing of a garage in Malta by the Planning Authority are to be deposited in the tender box at the Planning Authority, St Francis Ravelin, Floriana, Malta by not later than 10.00 a.m. of Thursday, 21st February, 2019.

An electronic copy of the expression of interest EOI 01/2019 can be downloaded free of charge from the Authority's website (<http://www.pa.org.mt/en/expression-of-interests>).

Any requests for clarifications concerning this expression of interest should be addressed to the Director, Corporate Services on email ([tenders@pa.org.mt](mailto:tenders@pa.org.mt)), by not later than 11.45 p.m. of Friday, 8th February, 2019.

1st February, 2019

## KUNSILL LOKALI SAN PAWL IL-BAĦAR

## SAN PAWL IL-BAĦAR LOCAL COUNCIL

Il-Kunsill Lokali San Pawl il-Baħar jgħarraf illi:

The San Pawl il-Baħar Local Council notifies that:

**Sejhiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali San Pawl il-Baħar, permezz tal-e-PPS, sad-9.30 a.m. ta' nhar il-Ħamis, il-21 ta' Frar, 2019, għal:**

**Tenders will be received at the San Pawl il-Baħar Local Council through e-PPS, up to 9.30 a.m. on Thursday, 21st February, 2019, for:**

Avviż Nru. SPBT/02/2019. Tindif, zamma u manutenzjoni tal-latrini pubbliċi fil-lokalità ta' San Pawl il-Baħar bl-użu ta' prodotti li ma jagħmlux ħsara l-ambjent

Advt No. SPBT/02/2019. Cleaning, upkeep and maintenance of public conveniences in the locality of San Pawl il-Baħar using environmentally friendly cleaning products.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba, imniżzla u milqugħa BISS minn fuq is-sit elettroniku tal-e-tenders (www.etenders.gov.mt).

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

Il-Kunsill Lokali jzomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġuża.

The Local Council reserves the right to refuse any offer, even the most advantageous.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI L-MELLIEĦA

## MELLIEĦA LOCAL COUNCIL

## Sejha għall-Offerti

## Call for Tenders

Il-Kunsill Lokali l-Mellieħa jgħarraf illi:

The Mellieħa Local Council notifies that:

**Sa nofsinhar ta' nhar il-Ħamis, 7 ta' Marzu, 2019, jintlaqgħu offerti onlajn għal:**

**Online tenders will be received, by not later than noon of Thursday, 7th March, 2019, for:**

Avviż Nru. MLC 1/2019. Xogħol ta' manutenzjoni fuq ħajt tas-sejjeħ dilapidat li jinsab fit-Telgħa ta' Selmun fil-Mellieħa – Proġett: EAFRD.190895.

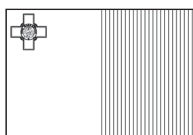
Advt No. MLC 1/2019. Maintenance works on dilapidated rubble wall at It-Telgħa ta' Selmun, Mellieħa – Project: EAFRD.190895.

Id-dokument tal-offerta jista' jinkiseb onlajn mis-sit elettroniku (<https://www.etenders.gov.mt>). Il-Kunsill jirrifjuta id-dritt li jirrifjuta l-aktar offerta li tidher vantaġġuża.

The tender document is available online through (<https://www.etenders.gov.mt>). The Council reserves the right to refuse even the most seemingly advantageous tender.

L-1 ta' Frar, 2019

1st February, 2019



Programm tal-Iżvilupp Rurali għal Malta 2014-2020  
 Proġett parzjalment iffanzjat mill-Unjoni Ewropea  
 Rata ta' Kofinanzjament: 75% Unjoni Ewropea; 25% Gvern ta' Malta  
 Il-Fond Agrikolu Ewropew għall-Iżvilupp Rurali:  
 L-Ewropa tinvesti f'zoni rurali



*Rural Development Programme for Malta 2014-2020  
 Part financed by the European Union  
 Co-financing Rate: 75% European Union; 25% Government of Malta  
 The European Agricultural Fund for Rural Development:  
 Europe investing in rural areas*

## KUNSILL LOKALI L-MARSA

## MARSA LOCAL COUNCIL

Il-Kunsill Lokali l-Marsa jgħarraf illi:

The Marsa Local Council notifies that:

**Sejhiet għall-offerti għandhom jintlaqgħu permezz tal-e-PPs mill-Kunsill Lokali l-Marsa, minn nhar il-Ġimgħa, l-1 ta' Frar, 2019, sa nhar il-Hamis, 28 ta' Frar, 2019, sa nofsinhar, għal:**

**Tenders will be received at the Marsa Local Council through e-PPS, from Friday, 1st February, 2019, up to Thursday, 28th February, 2019, till noon, for:**

Avviż Nru. KLM 03/19. Offerta ta' servizz għall-ġbir ta' skart goff għal-lokalità tal-Marsa b'mod li ma ssirx ħsara 'l-ambjent.

Advt No. KLM 03/19. Service tender for the collection of bulky refuse for the locality of Marsa in an environmentally friendly manner.

Id-dokumenti tal-kwotazzjonijiet huma bla ħlas u jiġu miksuba, imnizzla u milqugħa BISS mis-sit elettroniku tal-e-tenders ([www.etenders.gov.mt](http://www.etenders.gov.mt)).

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website ([www.etenders.gov.mt](http://www.etenders.gov.mt)).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fis-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

Il-Kunsill Lokali jzomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġuża.

The Local Council reserves the right to refuse any offer, even the most advantageous.

L-1 ta' Frar, 2019

1st February, 2019

## KUNSILL LOKALI TA' SANNAT

## TA' SANNAT LOCAL COUNCIL

Il-Kunsill Lokali Ta' Sannat jgħarraf illi:

The Ta' Sannat Local Council notifies that:

**Offerti għandhom jintlaqgħu permezz tal-e-PPS mill-Kunsill Lokali Ta' Sannat sad-9.30 a.m. ta' nhar it-Tnejn, 18 ta' Frar, 2019, għal:**

**Tenders will be received at the Ta' Sannat Local Council through e-PPS up to 9.30 a.m. on Monday, 18th February, 2019, for:**

Avviż Nru. SNTLC 01/2019. Kisi mill-ġdid ta' Triq Sannat, Ta' Sannat bil-hot rolled asphalt

Advt. No. SNTLC 01/2019. Resurfacing of Triq Sannat, Ta' Sannat with hot rolled asphalt

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/imnizzla u milqugħa BISS minn fuq is-sit elettroniku ([www.etenders.gov.mt](http://www.etenders.gov.mt)).

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website ([www.etenders.gov.mt](http://www.etenders.gov.mt)).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

Il-Kunsill Lokali jzomm id-dritt li jirrifjuta kull kwotazzjoni, anke l-aktar waħda vantaġġuża.

The Local Council reserves the right to refuse any quotation, even the most advantageous.

L-1 ta' Frar, 2019

1st February, 2019



## KUNSILL LOKALI N-NADUR

Il-Kunsill Lokali n-Nadur jgħarraf li:

**Kwotazzjonijiet/offerti jintlaqgħu mill-Kunsill Lokali n-Nadur permezz tal-e-PPS sad-9.30 a.m. tal-Hamis, 21 ta' Frar, 2019, għal:**

Avviż Nru. [NLC/2/2019]. Provvista ta' ilma u tisqija ta' għonja pubbliċi/soft areas fil-lokalità tan-Nadur.

Id-dokumenti tal-kwotazzjonijiet/offerti huma bla ħlas u jinkisbu/jitnizzlu u jintlaqgħu BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Il-Kunsill Lokali jzomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġuża.

L-1 ta' Frar, 2019

## KUNSILL LOKALI HAL SAFI

Il-Kunsill Lokali Hal Safi jgħarraf li:

**Sal-10.30 a.m. ta' nhar il-Ġimgħa, 22 ta' Frar, 2019, jintlaqgħu offerti fil-Kunsill Lokali Hal Safi permezz tal-e-PPS għal:**

Avviż Nru. T/SFI 1/2019. Tisbiħ ta' Ġnien Alexander Ball – Hal Safi, taht mizura 4 tal-Fondi tal-Agricoltura Ewropej għall-Iżvilupp Rurali.

Id-dokumenti tal-offerta huma bla ħlas u jiġu miksuba/imnizzla u milqugħa BISS mis-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Il-Kunsill Lokali jzomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġuża.

L-1 ta' Frar, 2019

## KUNSILL LOKALI L-FURJANA

Il-Kunsill Lokali l-Furjana jgħarraf illi:

**Sejhiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali l-Furjana, permezz tal-e-PPS, sad-9.30 a.m. ta' nhar it-Tlieta, 19 ta' Frar, 2019, għal:**

Avviż Nru. FLC/T/1/2019. Xogħlijiet elettrici fil-grounds rikreazzjonali Ir-Re Ġorġ V, Il-Furjana.

## NADUR LOCAL COUNCIL

The Nadur Local Council notifies that:

**Offers will be received at the Nadur Local Council through e-PPS up to 9.30 a.m. on Thursday, 21st February, 2019, for:**

Advt No. [NLC/2/2019]. Supply of water and watering of public gardens/soft areas in the locality of Nadur.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

1st February, 2019

## HAL SAFI LOCAL COUNCIL

The Hal Safi Local Council notifies that:

**Tenders will be received at the Hal Safi Local Council through e-PPS, up to 10.30 a.m. on Friday, 22nd February, 2019, for:**

Advt No. T/SFI 1/2019. Embellishment of Ġnien Sir Alexander Ball – Hal Safi, under measure 4 of The European Agricultural Funds for Rural Development.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

1st February, 2019

## FLORIANA LOCAL COUNCIL

The Floriana Local Council notifies that:

**Tenders will be received at the Floriana Local Council through e-PPS, up to 9.30 am on Tuesday, 19th February, 2019, for:**

Advt. No. FLC/T/1/2019. Electrical works in King George V Recreational Grounds, Floriana.

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba, imniżżla u milqugħa BISS minn fuq is-sit elettroniku tal-e-tenders (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fis-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vantaġġuża.

L-1 ta' Frar, 2019

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the e-tenders website (www.etenders.gov.mt).

Any clarifications or addenda to the quotation document will be uploaded and available to view and download from this same website.

The Local Council reserves the right to refuse any offer, even the most advantageous.

1st February, 2019

#### AVVIŻI TAL-QORTI – COURT NOTICES

149

B'digriet mogħti mill-Qorti Ċivili (Sezzjoni tal-Familja), fis-6 ta' Novembru, 2018, fl-atti tar-Rikors fl-ismijiet Rossi Alexia vs Borg Saviour sive Silvio, Rikors Numru 219/18 AL, ġiet ordnata s-segweni pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Saviour sive Silvio Borg, a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz ta' Rikors ipprezentat fil-Qorti Ċivili (Sezzjoni tal-Familja) fl-ismijiet Alexia Rossi (KI 0530778M) vs Saviour sive Silvio Borg (KI 0207772M) fit-3 ta' Mejju, 2018, ir-rikorrenti Alexia Rossi talbet lil din l-Onorabbli Qorti:

Sabiex a tenur tal-Artikolu 66B tal-Kap. 16, din l-Onorabbli Qorti previa s-smiġħ tal-partijiet kif maħsub fl-Artikolu 66C tal-Kap. 16 ukoll sabiex tiġi stabbilita l-eżistenza ta' dawk il-kondizzjonijiet maħsuba fl-Artikolu 66B tippronunzja d-divorzju bejn il-partijiet kif maħsub fl-imsemmi Artikolu 66C.

Bl-ispejjeż

Ir-Rikors Rossi Alexia vs Borg Saviour sive Silvio, rikors numru 219/18 AL, jinsab differit għas-smiġħ għat-Tlieta, 5 ta' Frar, 2019, fid-9.15 a.m.

Intimat: 'Saviour', Flat 4, Triq Birkirkara, San Ġiljan STJ 1300

Registru tal-Qrati Ċivili (Sezzjoni tal-Familja) illum, 28 ta' Jannar, 2019

AV. FRANK PORTELLI, LLD  
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court (Family Section) on the 6th November, 2018, in the records of the Application in the names Rossi Alexia vs Borg Saviour sive Silvio, Application Number 219/18 AL, the following publication was ordered for the purpose of service of the respondent Saviour sive Silvio Borg, in terms of Article 187(3) et sequitur of Cap. 12.

By means of an Application, filed in the Civil Court (Family Section) in the names Alexia Rossi (ID 0530778M) vs Saviour sive Silvio Borg (ID 0207772M) on the 3rd May, 2018, the applicant Alexia Rossi asked this Honourable Court:

So that in terms of Article 66B of Cap. 16, this Honourable Court, saving the hearing of the parties as provided in Article 66C of Cap. 16 also in order that there be established the existence of those conditions contemplated in Article 66B, pronounce the divorce between the parties as provided in the said Article 66C.

With costs

The Application Rossi Alexia vs Borg Saviour sive Silvio, application number 219/18 AL, has been deferred for hearing to Tuesday, 5th February, 2019, at 9.15 a.m.

Respondent: 'Saviour', Flat 4, Triq Birkirkara, St Julian's STJ 1300

Registry of the Civil Courts (Family Section) today, 28th January, 2019

ADV. FRANK PORTELLI, LLD  
For the Registrar, Civil Courts and Tribunals

B'dan l-Avviz ikun magħruf illi b'rikors ipprezentat fil-Qorti Ċivili Sezzjoni ta' Ġurisdizzjoni Volontarja fil-11 ta' Jannar, 2019, Rikors Numru 29/2019, minn Dorianne Turner fejn talbet li tiġi ddikjarata miftuħa favur bintha minuri Yasmin Zahra s-suċċessjoni ta' missierha Carlo Zahra, legalment separat minn Dorianne Turner, bin il-mejjet Carmelo Zahra u Maria Carmela née Cassar, imwieled Tal-Pietà u kien residenti l-Mosta u miet f'Riga, il-Latvja, fl-20 ta' Ottubru, 2018, ta' 45 sena u li kellu karta tal-identità bin-numru 532472M.

Għaldaqstant kull min jidher 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 mwahhal il-bandu u l-Avvizi skont il-liġi.

Registru tal-Qorti Ċivili Sezzjoni ta' Ġurisdizzjoni Volontarja

Illum, 25 ta' Jannar, 2019

ALEXANDRA DEBATTISTA

Għar-Registatur, Qrati Ċivili u Tribunali

By means of an application filed in the Civil Court of Voluntary Jurisdiction Section, on the 11th January, 2019, Application number 29/2019 by Dorianne Turner whereby she prayed that it be declared open in favour of her minor daughter Yasmin Zahra the succession of her father Carlo Zahra, legally separated from Dorianne Turner, son of the late Carmelo Zahra and Maria Carmela née Cassar, born in Tal-Pietà, resided in Mosta and died in Riga, Latvia, on the 20th October, 2018, aged 45, who held identity card number 532472M.

Wherefore any person who considers 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, 25th January, 2019

ALEXANDRA DEBATTISTA

For the Registrar, Civil Court and Tribunals

B'digriet mogħti mill-Qorti Ċivili Prim'Awla, fis-7 ta' Jannar, 2019, fuq talba ta' Bernard Schembri, ġie ordnat biex jintgħazlu kuraturi deputati sabiex jirrapreżentaw is-sidien li għandhom id-directus dominus, fl-atti taċ-Ċedola fl-ismijiet Bernard Schembri vs Kuraturi Deputati, Ċedola Numru 2/2019, u fl-atti l-oħra relattivi u sussegwenti.

Permezz ta' Ċedola ta' Depożitu u kontestwali fidi ta' ċens, ipprezentat fil-Prim'Awla tal-Qorti Ċivili fl-ismijiet Bernard Schembri, environmental health practitioner, bin Romeo u Josephine née Coleiro, imwieled H'Attard fid-29 ta' Lulju, 1973, u residenti l-Ħamrun (KI 491073M) vs Kuraturi Deputati nominati sabiex jirrapreżentaw lis-sidien li għandhom id-directus dominus, fit-3 ta' Jannar, 2019, l-interpellanti Bernard Schembri hawn fuq imsemmi espona bir-rispett:

Illi huwa proprjetarju fil-groundfloor level, ossia terran, bl-isem Charpaul, bin-numru uffiċjali disgħa u tletin (39) Noqra Lane, Birzebbuġa, sottopost għal żewġ appartamenti proprjetà ta' terzi bid-drittijiet u pertinenzi kollha tiegħu soġġett għar-rata ta' ċens annwu u perpetwu ta' €7.82 kif indikata fuq il-pjanta annessa Dok. A. Illi din il-proprjetà ġiet iddonata lilu minn missieru Romeo Schembri, kif jirrizulta mill-kuntratt ta' donazzjoni fl-atti tan-Nutar Dr

By means of a decree given by the Civil Court First Hall, on the 7th January, 2019, following a request of Bernard Schembri, it was ordered that deputy curators be chosen to represent the owners who have the directus dominus, in the records of the Schedule in the names Bernard Schembri vs Deputy Curators.

By means of a Schedule of Redemption of Groundrent and contextual redemption of groundrent in the names Bernard Schembri, environmental health practitioner, son of Romeo and Josephine née Coleiro, born in H'Attard on the 29th July, 1973, and residing in Ħamrun (ID 491073M) vs Deputy Curators appointed to represent the owners who have the directus dominus, on the 3rd January, 2019, the interpellant Bernard Schembri above mentioned respectfully pleaded:

That he is the owner of the premises at groundfloor level, or rather tenement, with the name Charpaul, with official number thirty-nine (39) Noqra Lane, Birzebbuġa, underlying two apartments, property of third parties with all its rights and appurtenances subject to its rate of annual and perpetual groundrent of €7.82 as indicated on the annexed plan Doc.A. That this property was donated to him by his father Romeo Schembri, as results from a contract of donation in

Fiona Zammit Armeni, tad-19 ta' Lulju, 2018, u nbriet fuq sit akkwistat mill-istess Romeo Schembri, b'att tan-Nutar Nicola Said, tal-25 ta' Settembru, 1961, fejn jidher li hija soġġetta għaċ-ċens ta' €7.82.

Illi l-esponenti jixtieq jifdi dan iċ-ċens però d-direttarji tal-fond huma injoti. Għaldaqstant l-interpellanti qiegħed jipprevalixxi ruhu mill-fakoltà mogħtija lilu mill-Artikolu 1501 tal-Kap. 16 tal-Liġijiet ta' Malta, u jiddepożita s-somma ta' €39.10 arretrati ta' ċens ta' dawn l-aħħar hames snin flimkien mas-somma ta' €156.40 li tirrappreżenta l-valur tal-imsemmi ċens, b'kollox is-somma ta' €195.50, biex jingħataw liberament lil min għandu dritt skont il-liġi wara li tiġi rilaxxata d-debita riċevuta skont il-liġi.

Interpellanti:

St Joseph, Flat 3, Triq Eldorado, Il-Ħamrun

Notifika:

1. Kuraturi Deputati, il-Qorti, Il-Belt Valletta
2. Direttur tar-Registru Pubbliku, Registru Pubbliku, Il-Belt Valletta
3. Registru tal-Artijiet, Casa Bolino, Triq il-Punent, Il-Belt Valletta

Int għaldaqstant ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti Superjuri u ssejjaħ b'dan lil kull min irid jidhol bhala kuratur biex jidher fi żmien sitt ijiem f'dan ir-registru u jagħmel b'nota d-dikjarazzjoni illi huwa jidhol għal dan.

Int ordnat ukoll li tgharraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħzel Kuraturi tal-Uffiċċju.

U wara li tkun għamilt dana jew jekk tiltaqa' ma' xi xkiel fl-eżekuzzjoni ta' dan il-bandu inti għandek tgharraf minnufih lil din il-Qorti.

Mogħti mill-Qorti Superjuri hawn fuq imsemmija bix-xhieda tal-Onor. Imħallef Joseph Zammit Mckeeon LLD, Duttur tal-Liġi.

Illum 7 ta' Jannar, 2019

Registru tal-Qrati Superjuri, illum 28 ta' Jannar, 2019

AV. FRANK PORTELLI, LLD  
Għar-Registatur, Qrati Ċivili u Tribunali

the records of Notary Doctor Fiona Zammit Armeni, of the 19th July, 2018, and was built on a site acquired by the same Romeo Schembri, by deed of Notary Nicola Said, of the 25th September, 1961, where it appears to be subject to the groundrent of €7.82.

That the interpellant wishes to redeem this groundrent, however the superior owners of the premises are unknown and thus the interpellant is availing himself of the faculty given to him by Article 1501 of Cap. 16 of the Laws of Malta and thus is depositing the sum of €39.10 arrears of groundrent of the last five years together with the sum of €156.40 which represents the value of the said groundrent, in all the sum of €195.50, in order to be freely given to whoever has the right according to law after the due receipt according to law is left.

Interpellant:

St Joseph, Flat 3, Triq Eldorado, Hamrun

Service:

1. Deputy Curators, Courts of Justice, Valletta
2. Director Public Registry, Public Registry, Valletta
3. Land Registry, Casa Bolino, Triq il-Punent, Valletta

You are therefore ordered to affix an official copy of this bann at the entrance of this Superior Court and to summon whosoever wishes to act as curator to appear before this Registry within six days and by means of a minute to submit a declaration that he wishes so to act.

You are also ordered to inform each one that if he fails to make this declaration within the stipulated time, this Court will proceed to the selection of Curators of Office.

And after so acting or if you encounter any difficulty in the execution of this bann you are to inform this Court forthwith.

Given by the Superior Court above mentioned with the witness of the Hon. Mr Justice Joseph Zammit Mckeeon LLD, Doctor of Laws.

Today 7th January, 2019

Registry of the Superior Courts, today 28th January, 2019

ADV. FRANK PORTELLI, LLD  
For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili (Sezzjoni tal-Familja) fit-30 ta' Novembru, 2018, fl-atti tar-Rikors Ġuramentat fl-ismijiet Ngumezi Emmanuel Makuo vs Ngumezi Gatt Michelle et, Rikors numru 170/2018 AGV, giet ordnata s-segventi pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Michelle Ngumezi Gatt, a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz ta' Rikors Ġuramentat ipprezentat fil-Qorti Ċivili (Sezzjoni Familja) fl-ismijiet Emmanuel Makuo Ngumezi (KI 367813 L) vs Michelle Ngumezi Gatt (KI 122378M) u Direttur tar-Reġistru Pubbliku u Kuraturi Deputati sabiex jirrapprezentaw lill-minuri Felix Udo Eyiuche Ngumezi, fl-4 ta' Lulju, 2018, ir-rikorreni Emmanuel Makuo Ngumezi (KI 367813L) in vista ta' dak premiss fir-rikors talab lil din l-Onorabli Qorti:

1. Tiddikjara u tiddeċiedi illi r-rikorreni Emmanuel Makuo Ngumezi mhuwiex il-missier naturali tal-minuri Felix Udo Eyiuche Ngumezi, u tordna lid-Direttur tar-Reġistru Pubbliku jagħmel il-korrezzjonijiet meħtieġa kif mitlub fir-rikors, fl-att tat-twelid tal-minuri hemm imsemmi.

Bl-ispejjeż kontra l-intimati minn issa ingunti in subizzjoni.

**Rikorreni:**

Emmanuel Makuo Ngumezi, Facilità Korrettiva ta' Kordin, (Divizzjoni 3) 22, Triq il-Belt Valletta, Raħal Ġdid

**Notifika:**

Michelle Ngumezi Gatt, Garden View, Flat 9, Triq San Ġorġ, Birzebbuġa

Direttur tar-Reġistru Pubbliku, Evans Building, Triq il-Merkanti, Il-Belt Valletta

Kuraturi Deputati sabiex jirrapprezentaw lill-minuri Felix Udo Eyiuche Ngumezi

Ir-Rikors Ġuramentat fl-ismijiet Ngumezi Emmanuel Makuo vs Ngumezi Gatt Michelle et, Rikors numru 170/2018 AGV, jinsab differit għas-smiġh għall-Erbgħa, 13 ta' Frar, 2019, fid-9.30 a.m.

Reġistru tal-Qrati Ċivili (Sezzjoni tal-Familja) illum 30 ta' Jannar, 2019

AV. FRANK PORTELLI, LLD

Għar-Reġistratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court (Family Section) on the 30th November, 2018, in the records of the Sworn Application in the names Ngumezi Emmanuel Makuo vs Ngumezi Gatt Michelle et, Application number 170/2018 AGV, the following publication was ordered for the purpose of service of the respondent Michelle Ngumezi Gatt, in terms of Article 187(3) et sequitur of Cap. 12.

By means of a Sworn Application, filed in the Civil Court (Family Section) in the names Emmanuel Makuo Ngumezi (ID 367813L) vs Michelle Ngumezi Gatt (ID 122378M) and Director of the Public Registry and Deputy Curators to represent the minor Felix Udo Eyiuche Ngumezi, on the 4th of July, 2018, the applicant Emmanuel Makuo Ngumezi (ID 367813L) in view of that premised in the application asked this Honourable Court:

1. To declare and decide that the applicant Emmanuel Makuo Ngumezi is not the natural father of the minor Felix Udo Eyiuche Ngumezi, and order the Director of the Public Registry to make the necessary corrections as demanded in the application, in the act of birth of the minor therein mentioned.

With costs against the respondents from now summoned so that a reference to their evidence be made.

**Applicant:**

Emmanuel Makuo Ngumezi, Corradino Correctional Facility (Division 3), 22, Triq il-Belt Valletta, Paola

**Services:**

Michelle Ngumezi Gatt, Garden View, Flat 9, Triq San Ġorġ, Birzebbuġa

Director Public Registry, Evans Building, Triq il-Merkanti, Valletta

Deputy Curators in order to represent the minor Felix Udo Eyiuche Ngumezi

The Sworn Application in the names Ngumezi Emmanuel Makuo vs Ngumezi Gatt Michelle et, Application Number 170/21018 AGV, has been deferred for hearing to Wednesday, 13th February, 2019, at 9.30 a.m.

Registry of the Civil Courts (Family Section) today 30th January, 2019

ADV. FRANK PORTELLI, LLD

For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili Prim'Awla, fit-23 ta' Ottubru, 2018, fuq talba ta' Martin Vella et, gie ordnat biex jintgħazlu kuraturi deputati sabiex jirrapprezentaw

By means of a decree given by the Civil Court First Hall, on the 23rd October, 2018, following a request of Martin Vella et, it was ordered that deputy curators be chosen to represent

liċ-ċenswalisti mhux magħrufa fl-atti taċ-ċedola fl-ismijiet Martin Vella et vs Kuraturi Deputati, Rikors numru 1990/2018, u fl-atti l-oħra relattivi u sussegwenti.

Permezz ta' Rikors ipprezentat fil-Prim'Awla tal-Qorti Ċivili, fl-ismijiet Martin Vella (KI 747758M) iben Salvino Vella u Giovanna née Borg Bonaci, imwield Tas-Sliema, u għal kull interess li jista' jkollha martu Brigid Vella (KI 690859M) bint Alexander Cortis u Carmen née Sammut, imwiela r-Rabat, Malta, u residenti One Time, Triq G. Hyzler, H'Attard vs Kuraturi Deputati, fit-22 ta' Ottubru, 2018, l-interpellanti Martin Vella (KI 747758M) et esponew bir-rispett:

Illi permezz ta' kuntratt tal-11 ta' Marzu, 1992, fl-atti tan-Nutar Dr Joseph Tabone, l-interpellanti akkwistaw b'ċens perpetwu l-appartamenti bin-numri sebgħa u ħamsin (57) u disgħa u ħamsin (59) ġewwa Triq Eldorado, Il-Ħamrun, li huma suġġetti għaċ-ċens annwu u perpetwu ta' żewġ ewro u tnejn u għoxrin ċeneżmu (€2.22) li jithallsu lill-intimat.

Illi l-interpellanti jixtiequ jipprevalixxu ruħhom mill-fakoltà lillhom mogħtija mil-liġi billi jifdu dan iċ-ċens perpetwu a tenur tal-Artikolu 1501 tal-Kap. 16 tal-Liġijiet ta' Malta, billi jiddepożitaw is-somma ta' €44.40 li tirrappreżenta l-imsemmi ċens kapitalizzat bil-5%, flimkien mas-somma ta' €11.10 ċens ta' dawn l-aħħar ħames snin, b'kollox ammontanti għal €55.50, biex jiġu liberament mogħtija lill-intimat wara li jhalli d-debita riċevuta.

Interpellanti: One Time, Triq G. Hyzler, H'Attard

Int għaldaqstant ordnat li twaħħal kopja uffiċjali ta' dan il-bandu fid-daħla ta' din il-Qorti Superjuri u ssejjaħ b'dan lil kull min irid jidhol bħala kuratur biex jidher fi żmien sitt ijiem f'dan ir-registru u jagħmel b'nota d-dikjarazzjoni illi huwa jidhol għal dan.

Int ordnat ukoll li tgħarraf lil kull wieħed illi jekk ma jagħmilx din id-dikjarazzjoni fiż-żmien fuq mogħti, din il-Qorti tgħaddi biex tagħzel Kuraturi tal-Uffiċċju.

U wara li tkun għamilt dana jew jekk tiltaqa' ma' xi xkiel fl-eżekuzzjoni ta' dan il-bandu inti għandek tgħarraf minnufih lil din il-Qorti.

Mogħti mill-Qorti Superjuri hawn fuq imsemmija bix-xhieda tal-Onor. Imħallef Lorraine Schembri Orland LLD, Duttur tal-Liġi.

Illum 23 ta' Ottubru, 2018

Registru tal-Qrati Superjuri, illum 31 ta' Jannar, 2019

AV. FRANK PORTELLI, LLD

Għar-Registatur, Qrati Ċivili u Tribunali

the unknown emphyteutae, in the records of the schedule in the names Martin Vella et vs Deputy Curators, Application number 1990/2018, and in the other relative and subsequent acts.

By means of an Application filed in the First Hall Civil Court, in the names Martin Vella (ID 747758M) son of Salvino Vella and Giovanna née Borg Bonaci, born in Tas-Sliema, and for any interest she may have his wife Brigid Vella (ID 690859M) daughter of Alexander Cortis and Carmen née Sammut, born in Rabat, Malta, and residing at One Time, Triq G. Hyzler, H'Attard vs Deputy Curators, on the 22nd October, 2018, the interpellants Martin Vella (ID 747758M) et respectfully pleaded:

That by means of a contract of the 11th March, 1992, in the records of Notary Dr Joseph Tabone, the interpellants acquired by perpetual emphyteusis the apartments with numbers fifty-seven (57) and fifty-nine (59) in Triq Eldorado, Ħamrun, which are subject to the annual and perpetual groundrent of two euro and twenty-two cents (€2.22) which are paid to the respondent.

That the interpellants wish to avail themselves of the faculty given to them by law and redeem this annual and perpetual groundrent in terms of Article 1501 of Cap. 16 of the Laws of Malta, by depositing the sum of €44.40 which represents the said groundrent capitalised at 5% together with the sum of €11.10 groundrent of these last five years, in all amounting to €55.50, in order to be freely given to the respondent after the due receipt is left.

Interpellant: One Time, Triq G. Hyzler, H'Attard

You are therefore ordered to affix an official copy of this bann at the entrance of this Superior Court and to summon whosoever wishes to act as curator to appear before this Registry within six days and by means of a minute to submit a declaration that he wishes so to act.

You are also ordered to inform each one that if he fails to make this declaration within the stipulated time, this Court will proceed to the selection of Curators of Office.

And after so acting or if you encounter any difficulty in the execution of this bann you are to inform this Court forthwith.

Given by the Superior Court above mentioned with the witness of the Hon. Madam Justice Lorraine Schembri Orland LLD, Doctor of Laws.

Today 23rd October, 2018

Registry of the Superior Courts, today 31st January, 2019

ADV. FRANK PORTELLI, LLD

For the Registrar, Civil Courts and Tribunals



