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NOTIFIKAZZJONIJIET TAL-GVERN**Nru. 687****HATRA TA' AĠENT AVUKAT TAL-ISTAT**

BIS-SETGHAT mogħtija bl-Artikolu 91A(1) u bl-Artikolu 124 (5) (a) tal-Kostituzzjoni ta' Malta, il-President ta' Malta, fuq il-parir tal-Prim Ministru, approvat il-ħatra bhala Aġent Avukat tal-Istat ta' Dott. Maurizio Cordina, Assistent Avukat tal-Istat, mit-3 ta' Mejju, 2025 sal-10 ta' Mejju, 2025.

It-2 ta' Mejju, 2025

Nru. 688**ATT DWAR L-AWTORITÀ TAL-ARTIJIET
(KAP. 563)****Ħatra tal-Bord tal-Gvernaturi tal-Awtorità tal-Artijiet**

NGHARRFU għall-informazzjoni ta' kulhadd li, bis-saħħa tas-setgħat mogħtija skont l-Artikolu 10(1) tal-Att dwar l-Awtorità tal-Artijiet, il-Ministru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali, approva il-ħatra li ġejja biex iservi fuq il-Bord tal-Gvernaturi tal-Awtorità tal-Artijiet b'seħħ mit-28 ta' April, 2025, u għandu jibqa' validu sal-14 ta' Frar, 2029.

Membru

Is-Sur Franky Scerri (minflok il-Perit Joseph Scalpello)

It-2 ta' Mejju, 2025

Nru. 689**ATT DWAR ĠIEH IR-REPUBBLIKA
(KAP.251)****Regoli tal-1990 dwar Unuri, Ghotjiet
u Dekorazzjonijiet (A.L. 105/90)**

IL-MINISTRU għall-Intern, is-Sigurtà, u Impjiegi approva l-għoti tal-Midalja għal Servizz Twil u Effiċjenti u Clasps lill-membri li qegħdin jaqdu dmirijithom u eks membri fil-Forzi Armati ta' Malta b'seħħ mill-Erbgħa, 23 ta' April, 2025.

It-2 ta' Mejju, 2025

GOVERNMENT NOTICES**No. 687****APPOINTMENT OF ACTING STATE ADVOCATE**

IN exercise of the powers conferred by Article 91A(1) and by Article 124 (5) (a) of the Constitution of Malta, the President of Malta, acting on the advice of the Prime Minister, has approved the appointment as Acting State Advocate, of Dr Maurizio Cordina, Assistant State Advocate, with effect from 3rd May, 2025 until 10th May, 2025.

2nd May, 2025

No. 688**LANDS AUTHORITY ACT
(CAP. 563)****Appointment of the Board of Governors of the Lands
Authority**

IT is hereby notified for general information that, in exercise of the powers conferred by Article 10(1) of the Lands Authority Act, the Minister for Lands and the Implementation of the Electoral Programme, has appointed the following person to serve on the Board of Governors of the Lands Authority with effect from 28th April, 2025, and shall remain valid till the 14th February, 2029.

Member

Mr Franky Scerri (in replacement to Perit Joseph Scalpello)

2nd May, 2025

No. 689**ĠIEH IR-REPUBBLIKA ACT
(CAP 251)****Rules for Honours, Awards
and Decorations, 1990 (L.N. 105/90)**

THE MINISTER for Home Affairs, Security and Employment has approved the award of the Long and Efficient Service Medal and Clasps to serving members and ex-members of the Armed Forces of Malta, with effect from Wednesday, 23rd April, 2025.

2nd May, 2025

Il-Midalja għal Servizz Twil u Effiċjenti nġhatat lill-membri li jkun għamlu 18-il sena servizz:

The long and Efficient Service Medal on completion of 18 years of service awarded to:

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
AFM	Lt Col	Nicholas Grech	Air Wing
AFM	Lt Col	Amadeo Busuttill	HQ AFM
AFM	Lt Col	Matthew John Camilleri	3 Regt
AFM	Maj	Maurizio Scicluna	3 Regt
AFM	Maj	Simon Titley	HQ AFM
AFM	Maj	Matthew Agius	HQ AFM
AFM	Maj	Roderick Azzopardi	HQ AFM
AFM	Capt	Philip Cardona	HQ AFM
86747	WO2	Sciberras Hermann	Air Wing
86757	WO2	Zammit Kenny	Air Wing
86911	WO2	Caruana Simon Charles	Mar Sqn
86930	WO2	Gatt Angelo	1 Regt
86922	WO2	Sammut Saviour	1 Regt
86926	WO2	Xuereb Brady	Air Wing
86963	WO2	Attard Twanny	Mar Sqn
86968	WO2	Farrugia Barry	Air Wing
86969	WO2	Borg James	Air Wing
86925	SSgt	Borg Dario	HQ AFM
86920	SSgt	Vella Nathan Luke	1 Regt
86929	SSgt	Scerri Marco	4 Regt
86962	SSgt	Attard Christopher	Mar Sqn
86977	SSgt	Azzopardi Brandon Lee	3 Regt
86960	SSgt	Baldacchino Duncan	Mar Sqn
86976	SSgt	Bondin Joseph	3 Regt
86947	SSgt	Bonello Ryan John	1 Regt
86971	SSgt	Busuttill Darren	4 Regt
86957	SSgt	Calleja Martin	Mar Sqn
86945	SSgt	Camilleri John Paul	4 Regt
86959	SSgt	Cassar Antoine	HQ AFM
86975	SSgt	Dalli Antoine	3 Regt
86982	SSgt	Degiorgio Oswald	1 Regt
86938	SSgt	Desira Lucienne	4 Regt
86953	SSgt	Dimech Daniel	4 Regt
86987	SSgt	Ebejer Franklin	3 Regt
86965	SSgt	Micallef Michael	3 Regt
86991	SSgt	Musù Matthew	Mar Sqn
86967	SSgt	O'Brien Dexter	HQ AFM
86951	SSgt	Sciberras Bryan	Mar Sqn
86949	SSgt	Scicluna Bernie	Air Wing
86954	SSgt	Tabone Clint	Mar Sqn
86958	SSgt	Zerafa Leanne	HQ AFM
86983	SSgt	Hili Donald	Mar Sqn
86918	Sgt	Schembri Robert	1 Regt
86980	Sgt	Apap Jonathan	Mar Sqn
86946	Sgt	Farrugia Clint	1 Regt
86979	Sgt	Saliba Alan	1 Regt
86981	Sgt	Vella Mark	4 Regt
86986	Sgt	Sciberras Renè	3 Regt
86935	Bdr	Cutajar Joey	Mar Sqn

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
86994	Bdr	Borg Christopher	1 Regt
86939	Bdr	Cassar John Louis	Mar Squ
86966	Bdr	Cauchi Darren	Mar Squ
86952	Bdr	Ciantar Ludwig	1 Regt
86984	Bdr	Cutajar Ashley	HQ AFM
86988	Bdr	Mercieca Jason	Mar Squ
86974	Bdr	Theuma Noel	Mar Squ

First Clasp għall-Midalja għal Servizz Twil u Effiċjenti lill-membri li jkunu għamlu 25 sena servizz mogħtija lil:
First Clasp to the Long and Efficient Service Medal on completion of 25 years of service awarded to:

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
AFM	Col	Edric Zahra	HQ AFM
AFM	Col	Melvyn Haber	HQ AFM
AFM	Col	James Louis Grech	HQ AFM
AFM	Col	Mark Anthony Borg	HQ AFM
AFM	Col	James Thomas Grech	HQ AFM
AFM	Lt Col	Russell Caruana	HQ AFM
AFM	Lt Col	Jason Ebejer	HQ AFM
AFM	Lt Col	Marvin Mangion	HQ AFM
AFM	Capt	Charlo Attard	Air Wing
AFM	Capt	Mark Anthony Cassar	Air Wing
AFM	Capt	Darren Roe	Air Wing
AFM	Capt	Johann Joseph Miruzzi	HQ AFM
AFM	Lt	Jeffrey Bajada	HQ AFM
AFM	Lt	Ramon Brincat	HQ AFM
AFM	Lt	Tyrone Demanuele	Air Wing
AFM	Lt	Paul Farrugia	3 Regt
AFM	Lt	Jeffrey Micallef	4 Regt
AFM	Lt	Christopher Spiteri	HQ AFM
AFM	Lt	Patrick Vella	3 Regt
AFM	Lt	Christopher Xuereb	4 Regt
10423	WO1	Delia David	HQ AFM
86648	WO1	Mangion Roderick	1 Regt
10425	WO1	Psaila Roderick	HQ AFM
86682	WO2	Bellia Victor	3 Regt
86701	WO2	Bonnici Mark	4 Regt
10426	WO2	Caruana Alexander	4 Regt
10429	WO2	Dimech Judas	Air Wing
86655	WO2	Galea Paul	HQ AFM
10427	WO2	Grech Jason	HQ AFM
10428	WO2	Vassallo Roderick	3 Regt
86686	SSgt	Borg Noel	Mar Squ
86653	SSgt	Camilleri Joe	Mar Squ
10431	SSgt	Galea Antoine	4 Regt
10430	SSgt	Mizzi Sandro	Mar Squ
86661	SSgt	Schembri Mark	Mar Squ
86674	SSgt	Scicluna Aaron	3 Regt
10432	SSgt	Sultana Alessio	3 Regt
86680	Bdr	Azzopardi Franco	Mar Squ
86641	Bdr	Camilleri Stephen	1 Regt
10424	Bdr	Portelli Keith	4 Regt

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
<i>Members – Discharged</i>			
Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
AFM	Col	Etienne Scicluna	HQ AFM
86679	WO2	Baldacchino Mark	4 Regt
86669	WO2	Scerri Sandro	4 Regt
86530	SSgt	Bugeja David	HQ AFM
86694	SSgt	Coleiro Ryant	4 Regt
86690	SSgt	Fenech Kevin	3 Regt
86658	SSgt	Fenech Malcolm	3 Regt
86696	SSgt	Vella Rodney Charles	4 Regt
86654	Sgt	Ellul Mark	3 Regt
86664	Sgt	Psaila Adrian	Mar Squ
86685	Bdr	Mifsud Alexander	1 Regt

Second Clasp għall-Midalja għal Servizz Twil u Effiċjenti lill-membri li jkunu għamlu 30 sena servizz mogħtija lil:
Second Clasp to the Long and Efficient Service Medal on completion of 30 years of service awarded to:

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
AFM	Col	Melvyn Haber	HQ AFM
AFM	Maj	Jonathan Borg	4 Regt
AFM	Capt	Christopher Mintoff	4 Regt
AFM	Capt	Jason Nappa	Mar Squ
AFM	Capt	Dorothy Dolores Gauci	HQ AFM
86231	SSgt	Cassar Stephen	HQ AFM
86285	SSgt	Nappa Keith	3 Regt
86126	LBdr	Grech David	3 Regt

Members – Discharged

Numru tal- Armata <i>Army Number</i>	Rank <i>Rank</i>	Isem <i>Name</i>	Unit <i>Unit</i>
AFM	Lt Col	Mark Galea	HQ AFM
AFM	Capt	Claudio Muscat	HQ AFM

Nru. 690

No. 690

**HATRA TA' AĠENT KUMMISSJONARJU
ELETTORALI PRINCIPALI**

**APPOINTMENT OF ACTING CHIEF
ELECTORAL COMMISSIONER**

IS-SEGRETARJU Permanenti Ewlieni approva l-hatra
temporanja li ġejja:

THE Principal Permanent Secretary has approved the
following acting appointment:

ISEM <i>NAME</i>	POST <i>POST</i>	UFFIĊĊJU <i>OFFICE</i>	DATA <i>DATE</i>
Is-Sur John Galea	Kummissjonarju Elettorali Principali <i>Chief Electoral Commissioner</i>	Uffiċċju Elettorali <i>Electoral Office</i>	2.5.2025-5.5.2025 iż-żewġ dati inklużi <i>both dates included</i>

It-2 ta' Mejju, 2025

2nd May, 2025

Nru. 691**No. 691****NUMRI ĠODDA TA' BIBIEN FIL-GŻIRA****NUMBERING OF DOORS AT IL-GŻIRA**

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

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

**SKEDA/SCHEDULE
IL-GŻIRA**

**1. TRIQ IL-GŻIRA
2. TRIQ IL-KARMNU**

1. TRIQ IL-GŻIRA

In-naħa tax-xellug meta tidhol minn
Triaq ir-Rebħa

In-naħa tal-lemin meta tidhol minn
Triaq ir-Rebħa

Left side entering from Triq ir-Rebħa

Right side entering from Triq ir-Rebħa

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>
22	1	Bieb imbarat	2
23 (Ħanut)	3	Poinsettia (Flettijiet)	4
24	5	Grande Maestro (Ħanut)	6
Andrew	7	Flower & More (Ħanut)	8
Port Side (Flettijiet)	9	Cath's Home (Ħanut)	10
24	11	Garaxx	12
25 (Garaxx)	13	St Joseph (Flettijiet)	14
12A, Brincat's Flats	15	Maypole (Ħanut)	16
VRT Car Clinic (Garaxx)	17	Zira (Flettijiet)	18
Garaxx	19	Garaxx	20
Dahla għall-garaxxijiet	21	My Andy (Garaxx)	22
Kavarra Court	23	Eddie's (Flettijiet)	24
Garaxx	25	S. Rausi Trading Ltd	26
Tina's Nail Salon (Ħanut)	27	Ħanut	28
29, Sanedor	29	63, Pompei	30
30 (Flettijiet)	31	62, Dolores	32
30A, Loud and Clear (Ħanut)	33	Childcare Centre	34
31 (Flettijiet)	35	Brillace Cafè	36
Garaxx	37	60	38
Aurora Court	39	59 (Flettijiet)	40
Garaxx	41	The Convenience Shop (Ħanut)	42
4, Muscular Dystrophy Group	43	Creamy (Ħanut)	44
Block 1, Door 1	45	56	46
M.A.E.H.O.	47	55 (Flettijiet)	48
Ħanut	49	Dr Juice (Ħanut)	50
Ħanut	51	53A, Feel Well (Ħanut)	52

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġ <i>New Number</i>
Mark Schembri & Sons Ltd (Ħanut)	53	53, Boston (Flettijiet)	54
Ħanut	55	Mamma Mariella (Ħanut)	56
Bottega Del Pesce (Ħanut)	57	C & H (Ħanut)	58
Block 3, Door 1	59	Aqua Marina (Ħanut)	60
Ħanut	61	47, Arizona	62
Ħanut	63		
Alliance (Uffiċċju)	65		

2. TRIQ IL-KARMNU

In-naħa tax-xellug meta tidhol minn
Triaq il-Gżira
Left side entering from Triq il-Gżira

In-naħa tal-lemin meta tidhol minn
Triaq il-Gżira
Right side entering from Triq il-Gżira

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġ <i>New Number</i>
Shutter	1	Good Thaines Pub	2
Blk 1, Door 2	3	Blk 3, Door 2	4
Bieb bla numru	5	Bieb bla numru	6
Blk 1, Door 3	7	Bieb bla numru	8
Bieb bla numru	9	Bieb imbarrat	10
Casa Persiano	11	Bieb bla numru	12
Bieb ta' wara	13	Bieb bla numru	14
		Panthea's Hair Salon	16
		Bieb bla numru	18
		Bieb bla numru	20
		Bieb bla numru	22
		Blk 2B, Door 2	24
		Gżira Scout Group	26
		Gżira Scout Group	28
		10th Gżira Rangers Unit	30
		Blk 2B, Door 1	32
		Bieb bla numru	34
		Bieb bla numru	36
		Blk 2A, Door 1	38
		Bieb bla numru	40
		Bieb bla numru	42

Nru. 692**No. 692****NUMRI ĠODDA TA' BIBIEN FIS-SWIEQI**

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

NUMBERING OF DOORS AT IS-SWIEQI

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

**SKEDA/SCHEDULE
IS-SWIEQI**

**1. TRIQ L-IMGHAŻEL
2. TRIQ IL-WASLIET**

1. TRIQ L-IMGHAŻEL

In-naħa tax-xellug meta tidhol minn
Triq il-Qasam

Left side entering from Triq il-Qasam

In-naħa tal-lemin meta tidhol minn
Triq il-Qasam

Right side entering from Triq il-Qasam

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>
90, Begonia	1	3	2
88, Begonia (Flettijiet)	3	Dahla għall-garaxxijiet	4
2	5	2	6
Dahla għall-garaxxijiet	7	53, Sunflower (Flettijiet)	8
Garaxx	9	51, Southfield	10
80, Palillos	11	49, Casa Sammut	12
78, Sakura Hana / Krislyn	13	47 (Garaxx)	14
Garaxx	15	45, Settembrina	16
74, Id-Dwejra	17	Garaxx	18
Garaxx	19	41, Daffodil (Flettijiet)	20
70, Jesmar	21	Garaxx	22
68, The Tulip (Flettijiet)	23	37, Tal-Bonzu	24
Dahla għall-garaxxijiet	25	35 (Garaxx)	26
64, Syrah (Flettijiet)	27	33, Valverde	28
62, Syrah	29	31 (Garaxx)	30
60 (Dahla għall-garaxxijiet)	31	29, Carnation (Flettijiet)	32
58, Casa Lina	33		
56 (Garaxx)	35		
Garaxx	37		
Jacaranda	39		
50, Casa Vella	41		
48 (Garaxx)	43		
46 (Garaxx)	45		
44, Trenson House	47		

2. TRIQ IL-WASLIET

In-naħa tax-xellug meta tidhol minn
Triaq il-Qasam

Left side entering from Triq il-Qasam

In-naħa tal-lemin meta tidhol minn
Triaq il-Qasam

Right side entering from Triq il-Qasam

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>
1, Ivy (Flettijiet)	1	Chelsea Court	2
3	3	Sub-Station	4
5	5	Bieb bla numru (Flettijiet)	6
Dahla għall-garaxxijiet	7	12, Papaya	8
St. Paul Flats	9	Zuriel (Flettijiet)	10
11, Santa Maria	11	16 (Dahla għall-garaxxijiet)	12
13 (Garaxx)	13	18, Jade	14
15, Shanti Nivas	15	20, Chaconne	16
17, Shanti Nivas (Flettijiet)	17	Garaxx	18
19, Susanne	19	Diamond Court	20
21, Pickles (Flettijiet)	21	26, Sapphire	22
Dahla għall-garaxxijiet	23	28 (Dahla għall-garaxxijiet)	24
2 (Garaxx)	25	30, Woodsorrels	26
27, Rosewood	27	Garaxx	28
48, Ta' Bre	29	34, Russchi	30
Garaxx	31	36, Jose'	32
44, Perla	33	38, Il-Girna (Flettijiet)	34
Stephanies Crt	35	40, Katrine (Flettijiet)	36
Madonnina	37	42, Swanlake	38
Garaxx	39	Garaxx	40
Dahla għall-garaxxijiet	41	51, Soleandra	42
Vita	43	49, Stonehenge	44
38, Bellagio (Flettijiet)	45	47 (Garaxx)	46
Garaxx	47	Garaxx	48
32	49	Garaxx	50
Garaxx	51	Premier Apartments	52
26, Rondimar	53	37, Honeypot	54
Garaxx	55	35 (Garaxx)	56
1 (Indri Court)	57	33 (Garaxx)	58
Indri Court	59	31A	60
20, Maisonette B (Indri Court)	61	31 (Flettijiet)	62
Garaxx	63	29, Kalimera	64
18 (Garaxx)	65	Garaxx	66
16B, Ir-Rotta	67	Fair Winds	68

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ġdid <i>New Number</i>
16	69	Garaxx	70
14	71	Garaxx	72
12, Harmony	73	19, Poinsettia	74
8, Kaya Lodge	75	17, Le Nid Court	76
6, Siena	77	15A, Etna	78
Dahla għall-garaxxijiet	79	15 (Garaxx)	80
The Dacha	81	13B, Aria (Flettijiet)	82
		13A	84
		13 (Dahla għall-garaxxijiet)	86
		11A (Dahla għall-garaxxijiet)	88
		11	90
		9, Kama's Court	92
		Garaxx	94
		5, Emerald	96
		3 (Garaxx)	98
		1, Sant'Antnin	100
It-2 ta' Mejju, 2025		2nd May, 2025	

Nru. 693**NUMRI ĠODDA TA' BIBIEN F'H'ATTARD****Kjarifika**

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 633 tat-22 ta' April, 2025, taht it-titlu 'Numri ġodda ta' bibien f'H'Attard', għandha ssir din il-kjarifika kif indikata b'tipi **grassi**.

No. 693**NUMBERING OF DOORS AT H'ATTARD****Clarification**

WITH reference to Government Notice No. 633 dated 22nd April, 2025, under the title 'Numbering of doors at H'Attard', the following clarification in **bold** should be made.

H'ATTARD**TRIQ DUN LEONARDU MICALLEF**

In-naħa tax-xellug meta tidhol minn
Triq Dun Ġwann Theuma

Left side entering from Triq Dun Ġwann Theuma

Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
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Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
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It-2 ta' Mejju, 2025

In-naħa tal-lemin meta tidhol minn
Triq Dun Ġwann Theuma

Right side entering from Triq Dun Ġwann Theuma

Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
--	---------------------------------

Garaxx

għandha tinqara
should read

Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
--	---------------------------------

Garaxx

2nd May, 2025

Nru. 694**No. 694****NUMRI ĠODDA TA' BIBIEN F'TAS-SLIEMA****NUMBERING OF DOORS AT TAS-SLIEMA****Kjarifika****Clarification**

B'RIFERENZA għan-Notifikazzjoni tal-Gvern Nru. 558 tat-8 ta' April, 2025, taht it-titlu 'Numri ġodda ta' bibien f'Tas-Sliema', għandha ssir din il-kjarifika kif indikata b'tipi **grassi**.

WITH reference to Government Notice No. 558 dated 8th April, 2025, under the title 'Numbering of doors at Tas-Sliema', the following clarification in **bold** should be made.

TAS-SLIEMA**TRIQ PATRI MARJANU VELLA**

In-naħa tax-xellug meta tidhol minn
Triq Sant'Anġlu

In-naħa tal-lemin meta tidhol minn
Triq Sant'Anġlu

Left side entering from Triq Sant'Anġlu

Right side entering from Triq Sant'Anġlu

Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
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51 (Garaxx)	26
51A	28
Garaxx	30

għandhom jinqraw
should read

Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru ġdid <i>New Number</i>
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Garaxx	26
51A	28
51 (Garaxx)	30

It-2 ta' Mejju, 2025

2nd May, 2025

Nru. 695**No. 695****ATT TAL-2016 DWAR L-IPPJANAR TAL-IŻVILUPP
(ARTIKOLU 57)****DEVELOPMENT PLANNING ACT, 2016
(ARTICLE 57)****Skedar ta' Proprjetà****Scheduling of Property**

L-Awtorità ta' Malta dwar l-Ippjanar b'din tiddikjara li l-proprjetà msemmija hawn taht qiegħda tiġi inkluża fil-Lista ta' Proprjetà Skedata (kif indikata fil-mapep f'paġni 5923-5925), skont l-Artikolu 57 tal-Att tal-2016 dwar l-Ippjanar tal-Iżvilupp, u permezz tal-paragrafi 1.13, 2.27, u policies TO8, UO2 u RO4 tal-Pjan Strateġiku għall-Ambjent u l-Ippjanar (SPED) kif ġej:

The Planning Authority is hereby declaring the property mentioned hereunder as included in the List of Scheduled Property (see maps on pages 5923-5925) in terms of Article 57 of the Development Planning Act, 2016, and paragraphs 1.13, 2.27, and policies TO8, UO2 and RO4 of the Strategic Plan for the Environment and Development (SPED) as follows:

Mappa 1	L-akkwadott tal-Fawwara	Ta' Bennieri, Triq Lapsi	l/t Is-Sigġiewi	Grad 2
Mappa 2	L-akkwadott tar-Rabat (Għawdex)	San Niklaw, Qasam San Ġorg, Triq il-Papa Ġwanni Pawlu II	l/t Ir-Rabat (Għawdex)	Grad 1
Mappa 3	L-akkwadott tax-Xemxija u ġibjun	Triq Għajn Tuffieħa	San Pawl il-Bahar	Grad 2

L-Awtorità dwar l-Ippjanar teżerċita s-setgħat tagħha ta' twettiq, kif imfissra f'Artikolu 57 tal-Att, fil-każ ta' xi ksur tad-dispożizzjonijiet tal-Att tal-2016 dwar l-Ippjanar tal-Iżvilupp f'dak li jirrigwarda proprjetà skedata.

The Planning Authority will exercise its powers of enforcement, as set out in Article 57 of the Act, in the case of any contravention to the provisions of the Development Planning Act 2016 as regards to Scheduled Property.

It-2 ta' Mejju, 2025

2nd May, 2025

<p>PLANNING AUTHORITY</p>  <p>St. Francis Ravelin www.pa.org.mt Floriana FRN 1230 Tel.: (+356) 2290 0000</p>	<p>Proposed Scheduling- Hydraulic Engineering (Aqueduct)</p> <p>Fawwara Aqueduct Ta' Bennieri, Triq Lapsi I/t Is-Sigġiewi</p>	<p>Legend:</p>  <p>Aqueduct Grade 2</p> <p>Map No.: 1</p>
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PLANNING AUTHORITY

St. Francis Ravelin www.pa.org.mt
Floriana FRN 1230 Tel.: (+356) 2290 0000

Proposed Scheduling- Hydraulic Engineering

(Aqueduct)

Victoria- Għar ilma
Aqueduct

San Niklaw,
Qasam San Ġorġ,
Triq il-Papa Gwanni
Pawlu II

I/t Ir-Rabat (Għawdex)

Legend:

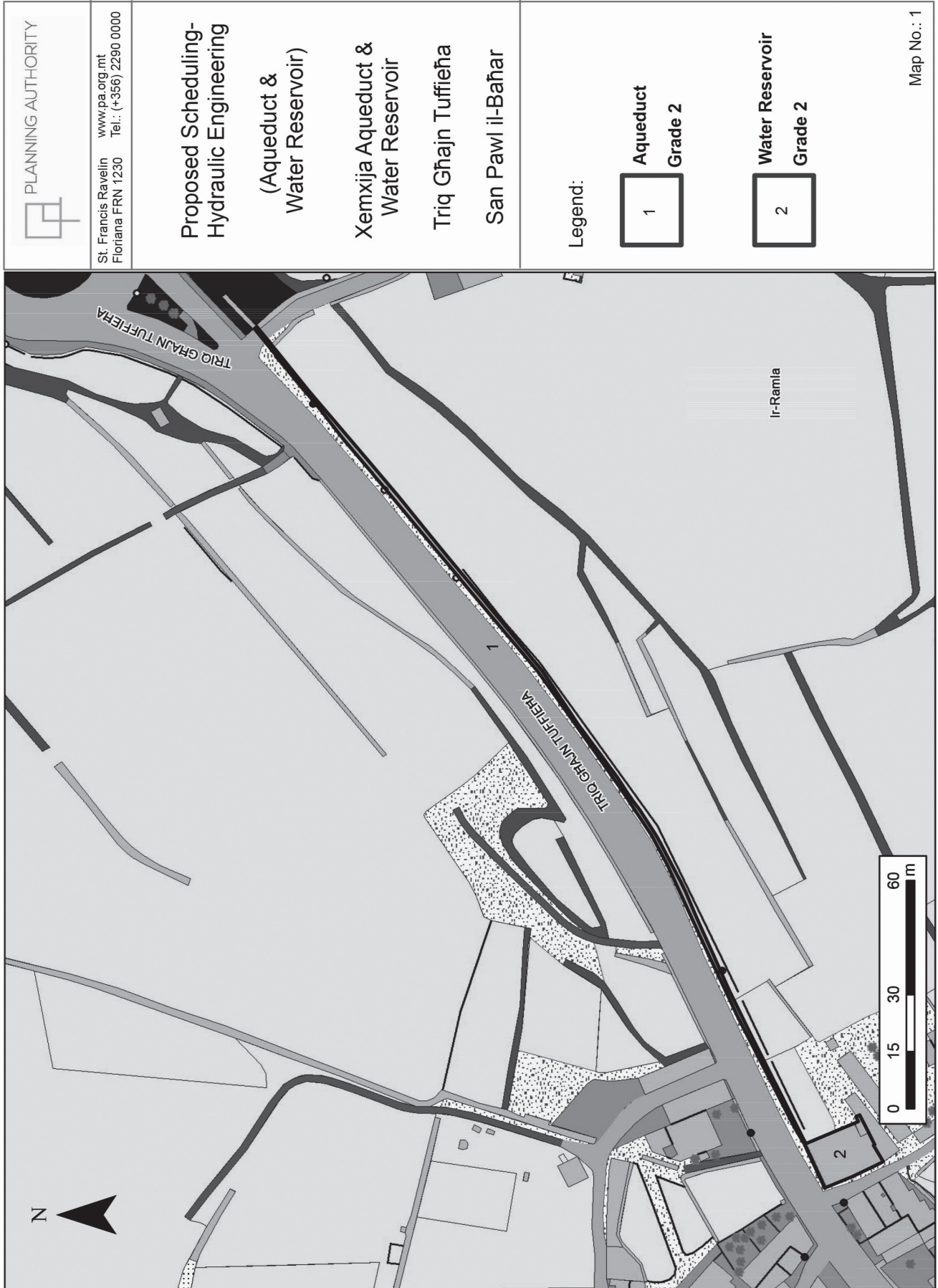


Aqueduct

Grade 1

Map No.: 1





Nru. 696**MALTA BUSINESS REGISTRY****Avviż tar-Registru tal-Kumpaniji**

SKONT is-subregolament (1) tar-regolament 15 tar-Regolamenti Dwar Kontinwazzjoni ta' Kumpaniji, 2002, qiegħda ssir notifika li fit-3 ta' April 2025 giet konsenjata għar-registrazzjoni u pubblikazzjoni, kopja ta' riżoluzzjoni straordinarja tal-azzjonisti ta' TANIAM MALTA HOLDINGS LIMITED (C68848) b'uffiċċju registat f' Verdala Business Centre, Level 1, LM Complex, Brewery Street, Zone 3, Central Business District, Birkirkara CBD 3040, Malta, li tawtorizza t-talba tal-kumpanija għall-kunsens tar-Registatur biex il-kumpanija titkompla bħala kumpanija barra minn Malta.

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

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

It-2 ta' Mejju, 2025

Nru. 697**MALTA BUSINESS REGISTRY****Avviż tar-Registru tal-Kumpaniji**

SKONT is-subregolament (1) tar-regolament 15 tar-Regolamenti Dwar Kontinwazzjoni ta' Kumpaniji, 2002, qiegħda ssir notifika li fit-3 ta' April, 2025, giet konsenjata għar-registrazzjoni u pubblikazzjoni, kopja ta' riżoluzzjoni straordinarja tal-azzjonisti ta' TANIAM MALTA LIMITED (C68849) b'uffiċċju registat f' Verdala Business Centre, Level 1, LM Complex, Brewery Street, Zone 3, Central Business District, Birkirkara CBD 3040, Malta, li tawtorizza t-talba tal-kumpanija għall-kunsens tar-Registatur biex il-kumpanija titkompla bħala kumpanija barra minn Malta.

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

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

It-2 ta' Mejju, 2025

No. 696**MALTA BUSINESS REGISTRY****Notice of Registry of Companies**

IN accordance with paragraph (i) of regulation 15 of the Continuation of Companies Regulations, 2002, it is hereby notified that on the 3rd April, 2025, a copy of an extraordinary resolution of the shareholders of TANIAM MALTA HOLDINGS LIMITED (C68848) with registered office at Verdala Business Centre, Level 1, LM Complex, Brewery Street, Zone 3, Central Business District, Birkirkara CBD 3040, Malta, authorising the request by the company to the Registrar for his consent to be continued as a company outside Malta, was delivered for registration and publication.

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

Dr Geraldine A. Spiteri Lucas, LLD
Registrar of Companies

2nd May, 2025

No. 697**MALTA BUSINESS REGISTRY****Notice of Registry of Companies**

IN accordance with paragraph (i) of regulation 15 of the Continuation of Companies Regulations, 2002, it is hereby notified that on the 3rd April, 2025, a copy of an extraordinary resolution of the shareholders of TANIAM MALTA LIMITED (C68849) with registered office at Verdala Business Centre, Level 1, LM Complex, Brewery Street, Zone 3, Central Business District, Birkirkara CBD 3040, Malta, authorising the request by the company to the Registrar for his consent to be continued as a company outside Malta, was delivered for registration and publication.

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

Dr Geraldine A. Spiteri Lucas, LLD
Registrar of Companies

2nd May, 2025

AVVIŻ TAL-PULIZIJA

Nru. 93

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

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

Il-Furjana

Mill-4.00 a.m. tas-Sibt, 3 ta' Mejju, 2025 sa nofsinhar tal-Hadd, 4 ta' Mejju, 2025, minn Triq San Publiju bejn Pjazza San Publiju u Triq l-Assedju l-Kbir, Triq Sarria bejn Triq Vincenzo Bugeja u Triq l-Assedju l-Kbir, Triq E. S. Tonna bejn Triq Sant'Anna u Triq Sarria u ż-żona tal-parkeġġ ta' hdejn il-Fosos.

It-trasport pubbliku mhux se jkun affettwat.

L-ghelug tat-toroq se jsir skont il-bżonn.

Birkirkara

Nhar is-Sibt, 3 ta' Mejju, 2025, mit-3.00 p.m. sal-11.00 p.m., minn Pjazza Sant'Elena, Triq Sant'Elena, Triq il-Kbira, Triq Brared, Triq John Borg, Triq l-Isqof Labini, Triq Rigu, Triq San Kostantinu u Triq is-Salib Imqaddes.

It-trasport pubbliku se jkun affettwat;

Nhar il-Hadd, 4 ta' Mejju, 2025, mis-6.00 a.m. sas-2.00 p.m., minn Triq Brighella u Triq il-Quċċija.

It-trasport pubbliku mhux se jkun affettwat.

Hal Ghaxaq

Mit-8.00 a.m. tat-Tnejn, 5 ta' Mejju, 2025 sal-11.30 p.m. tat-Tnejn, 19 ta' Mejju, 2025, minn Triq il-Barbazzall.

Il-Gudja

Nhar it-Tlieta, 6 ta' Mejju, 2025, mit-3.30 p.m. sat-8.30 p.m. minn quddiem il-kappella tal-Lunzjata.

Trasport pubbliku mhux se jkun affettwat.

Santa Venera

Nhar il-Hamis, 8 ta' Mejju, 2025, mit-3.30 p.m. sas-7.00 p.m., minn hdejn il-knisja parrokkjali fi Triq il-Kbira San Ġużep u Triq il-Parroċċa.

POLICE NOTICE

No. 93

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

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

Floriana

From 4.00 a.m. of Saturday, 3rd May, 2025 to noon of Sunday, 4th May, 2025, through Triq San Publiju between Pjazza San Publiju and Triq l-Assedju l-Kbir, Triq Sarria between Triq Vincenzo Bugeja and Triq l-Assedju l-Kbir, Triq E. S. Tonna between Triq Sant'Anna and Triq Sarria and the parking area next to the Granaries.

Public transport will not be affected.

Closure of streets will take place as required.

Birkirkara

On Saturday, 3rd May, 2025, from 3.00 p.m. to 11.00 p.m., through Pjazza Sant'Elena, Triq Sant'Elena, Triq il-Kbira, Triq Brared, Triq John Borg, Triq l-Isqof Labini, Triq Rigu, Triq San Kostantinu and Triq is-Salib Imqaddes.

Public transport will be affected;

On Sunday, 4th May, 2025, from 6.00 a.m. to 2.00 p.m., through Triq Brighella and Triq il-Quċċija.

Public transport will not be affected.

Hal Ghaxaq

From 8.00 a.m. of Monday, 5th May, 2025 to 11.30 p.m. of Monday, 19th May, 2025, through Triq il-Barbazzall.

Gudja

On Tuesday, 6th May, 2025, from 3.30 p.m. to 8.30 p.m. through in front of Lunzjata chapel.

Public transport will not be affected.

Santa Venera

On Thursday, 8th May, 2025, from 3.30 p.m. to 7.00 p.m., through near the parish church in Triq il-Kbira San Ġużep and Triq il-Parroċċa.

Hemm bżonn ta' clearance fi Triq il-Parroċċa minn kantuniera ma' Triq il-Brunzar sa kantuniera ma' Triq il-Kanun.

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

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mit-3.00 p.m. sad-9.00 p.m., minn hdejn il-knisja parrokkjali fi Triq il-Kbira San Ġużepp, Triq l-Imsida, Triq Misraħ il-Barrieri u Misraħ Santa Venera sa quddiem il-Knisja l-Qadima.

Hemm bżonn ta' clearance f' Misraħ Santa Venera.

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

Ir-Rabat, Ghawdex

Nhar is-Sibt, 10 ta' Mejju, 2025, mill-5.00 p.m. sad-9.30 p.m., minn Pjazza Santu Wistin, Triq Fontana, Triq il-Qalb ta' Ġesù, Triq Dun Pawl Micallef, Triq Don Bosco u Triq it-Tomba.

Nhar il-Erbgħa, 21 ta' Mejju, 2025, mill-4.15 p.m. sat-8.30 p.m., minn Pjazza Santu Wistin.

Nhar il-Ħamis, 22 ta' Mejju, 2025, mill-5.00 p.m. sal-11.00 p.m., minn Pjazza Santu Wistin, Triq Vajringa, Pjazza San Frangisk, Triq Palma, Triq ir-Repubblika, Pjazza Indipendenza, Triq San Ġużepp, Pjazza San Ġorġ, Triq San Ġorġ u Triq il-Librerija.

It-trasport pubbliku jaf ikun affettwat;

Nhar il-Ħadd, 25 ta' Mejju, 2025, mill-3.45 p.m. sat-8.00 p.m., minn Pjazza San Ġorġ, Triq San Ġużepp, Pjazza Indipendenza, Triq Sir Adrian Dingli, Pjazza Savina, Triq Santa Marija, Triq il-Librerija, Triq Vajringa, Triq Palma u Triq ir-Repubblika.

It-trasport pubbliku jaf ikun affettwat.

In-Nadur

Nhar il-Ħadd, 4 ta' Mejju, 2025, mit-2.45 p.m. sas-7.00 p.m., minn Pjazza San Pietru u San Pawl, Triq il-Kappillan, Pjazza 28 ta' April 1688 u Triq Dun Bernard Haber.

It-trasport pubbliku jaf ikun affettwat;

Nhar il-Ħamis, 29 ta' Mejju, 2025, mill-5.00 p.m. sat-8.00 p.m., minn Pjazza San Pietru u San Pawl, Triq Diċembru Tlettax u Triq San Ġorġ Preca.

It-trasport pubbliku jaf ikun affettwat.

Haż-Żebbuġ

Nhar is-Sibt, 24 ta' Mejju, 2025, mit-3.30 p.m. sal-4.00 p.m., minn Misraħ l-Isptar, Triq Sant'Antnin u Pjazza San Filippu;

Clearance is required in Triq il-Parroċċa from corner with Triq il-Brunzar to corner with Triq il-Kanun.

Closures will take place as required and public transport will not be diverted;

On Sunday, 22nd June, 2025, from 3.00 p.m. to 9.00 p.m., through near the parish church in Triq il-Kbira San Ġużepp, Triq l-Imsida, Triq Misraħ il-Barrieri and Misraħ Santa Venera till in front of Knisja il-Qadima.

Clearance is required in Misraħ Santa Venera.

Closure of streets will take place as required and public transport will not be diverted.

Victoria, Gozo

On Saturday, 10th May, 2025, from 5.00 p.m. to 9.30 p.m., through Pjazza Santu Wistin, Triq Fontana, Triq il-Qalb ta' Ġesù, Triq Dun Pawl Micallef, Triq Don Bosco and Triq it-Tomba.

On Wednesday, 21st May, 2025, from 4.15 p.m. to 8.30 p.m., through Pjazza Santu Wistin.

On Thursday, 22nd May, 2025, from 5.00 p.m. to 11.00 p.m., through Pjazza Santu Wistin, Triq Vajringa, Pjazza San Frangisk, Triq Palma, Triq ir-Repubblika, Pjazza Indipendenza, Triq San Ġużepp, Pjazza San Ġorġ, Triq San Ġorġ and Triq il-Librerija.

Public transport may be affected;

On Sunday, 25th May, 2025, from 3.45 p.m. to 8.00 p.m., through Pjazza San Ġorġ, Triq San Ġużepp, Pjazza Indipendenza, Triq Sir Adrian Dingli, Pjazza Savina, Triq Santa Marija, Triq il-Librerija, Triq Vajringa, Triq Palma and Triq ir-Repubblika.

Public transport may be affected.

Nadur

On Sunday, 4th May, 2025, from 2.45 p.m. to 7.00 p.m., through Pjazza San Pietru u San Pawl, Triq il-Kappillan, Pjazza 28 ta' April 1688 and Triq Dun Bernard Haber.

Public transport may be affected;

On Thursday, 29th May, 2025, from 5.00 p.m. to 8.00 p.m., through Pjazza San Pietru u San Pawl, Triq Diċembru Tlettax and Triq San Ġorġ Preca.

Public transport may be affected.

Haż-Żebbuġ

On Saturday, 24th May, 2025, from 3.30 p.m. to 4.00 p.m., through Misraħ l-Isptar, Triq Sant'Antnin and Pjazza San Filippu;

Nhar il-Ħadd, 25 ta' Mejju, 2025, mit-8.30 a.m. sad-9.00 a.m., minn Triq De Rohan, Triq l-Isqof, Triq il-Kbira u Pjazza San Filippu.

It-trasport pubbliku mhux se jkun affettwat.

M'hemmx b'zonn ta' clearance.

Il-Mosta

Nhar il-Ġimgħa, 30 ta' Mejju, 2025, mis-6.30 p.m. sat-8.30 p.m., minn Triq il-Papa Giovanni XXIII, Triq il-Kurat Schembri, Triq it-Tabib Chetcuti, Triq Nicolò Isouard, Triq l-Isperanza u hdejn il-Kappella tal-Isperanza.

It-trasport pubbliku se jkun affettwat.

L-Imqabba

Nhar il-Ħadd, 1 ta' Ġunju, 2025, mid-9.00 a.m. sal-10.00 a.m., minn Triq San Bażilju, Triq Santa Marija, Triq Karmenu Ciantar, Triq Santa Katarina u l-pjazza tal-knisja;

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mis-6.00 p.m. sas-7.00 p.m., mill-pjazza tal-knisja, Triq San Bażilju, Triq il-Karmnu, Triq il-Belt Valletta u Triq il-Parroċċa.

It-trasport pubbliku se jkun affettwat.

Iż-Żurrieq

Mis-7.00 a.m. tal-Ġimgħa, 6 ta' Ġunju, 2025, sa nofsinhar tat-Tnejn, 9 ta' Ġunju, 2025, se jkun hemm clearance u se jingħalqu Pjazza Mattia Preti, Triq Pietru Pawl Saydon, Pjazza Repubblika u Triq il-Kbira.

It-trasport pubbliku se jkun affettwat;

Nhar is-Sibt, 14 ta' Ġunju, 2025 mis-2.00 p.m. sas-6.00 p.m., minn Triq San Luqa, Triq il-Kbira, Misraħ ir-Repubblika, Triq Ġużeppi Matthew Callus, Triq S. Inglott, Triq San Mikiel u Misraħ ir-Repubblika;

Nhar il-Ħadd, 15 ta' Ġunju, 2025, mis-2.00 p.m. sas-6.00 p.m., minn Triq San Luqa, Triq il-Kbira, Misraħ ir-Repubblika, Triq Ġużeppi Matthew Callus, Triq S. Inglott, Triq San Mikiel u Misraħ ir-Repubblika;

Nhar il-Ġimgħa, 20 ta' Ġunju, 2025, mill-5.00 p.m. sad-9.30 p.m., minn Triq il-Kuncizzjoni, Triq l-Imdawra, Triq il-Mithna u Triq San Ġorġ;

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mis-6.00 p.m. sad-9.30 p.m., minn Misraħ ir-Repubblika, Triq il-Karmnu, Triq San Bartilmew, Triq il-Ħaddiema, Misraħ Mattia Preti u Triq Pietru Pawl Saydon;

Nhar il-Ġimgħa, 27 ta' Ġunju, 2025, mis-6.00 p.m. sal-10.00 p.m., minn Triq Santa Katarina, Triq il-Ħaddiema, Triq

On Sunday, 25th May, 2025, from 8.30 a.m. to 9.00 a.m., through Triq De Rohan, Triq l-Isqof, Triq il-Kbira and Pjazza San Filippu.

Public transport will not be affected.

Clearance is not required.

Mosta

On Friday, 30th May, 2025, from 6.30 p.m. to 8.30 p.m., through Triq il-Papa Giovanni XXIII, Triq il-Kurat Schembri, Triq it-Tabib Chetcuti, Triq Nicolò Isouard, Triq l-Isperanza and in front of the Kappella tal-Isperanza.

Public transport will be affected.

Mqabba

On Sunday, 1st June, 2025, from 9.00 a.m. to 10.00 a.m., through Triq San Bażilju, Triq Santa Marija, Triq Karmenu Ciantar, Triq Santa Katarina and the church's square;

On Sunday, 22nd June, 2025, from 6.00 p.m. to 7.00 p.m., through the church's square, Triq San Bażilju, Triq il-Karmnu, Triq il-Belt Valletta and Triq il-Parroċċa.

Public transport will be affected.

Żurrieq

From 7.00 a.m. of Friday, 6th June, 2025 to noon of Monday, 9th June, 2025, Pjazza Mattia Preti, Triq Pietru Pawl Saydon, Pjazza Repubblika and Triq il-Kbira will be cleared and closed to traffic.

Public transport will be affected;

On Saturday, 14th June, 2025, from 2.00 p.m. to 6.00 p.m., through Triq San Luqa, Triq il-Kbira, Misraħ ir-Repubblika, Triq Ġużeppi Matthew Callus, Triq S. Inglott, Triq San Mikiel and Misraħ ir-Repubblika;

On Sunday, 15th June, 2025, from 2.00 p.m. to 6.00 p.m., through Triq San Luqa, Triq il-Kbira, Misraħ ir-Repubblika, Triq Ġużeppi Matthew Callus, Triq S. Inglott, Triq San Mikiel and Misraħ ir-Repubblika;

On Friday, 20th June, 2025, from 5.00 p.m. to 9.30 p.m., through Triq il-Kuncizzjoni, Triq l-Imdawra, Triq il-Mithna and Triq San Ġorġ;

On Sunday, 22nd June, 2025, from 6.00 p.m. to 9.30 p.m., through Misraħ ir-Repubblika, Triq il-Karmnu, Triq San Bartilmew, Triq il-Ħaddiema, Misraħ Mattia Preti and Triq Pietru Pawl Saydon;

On Friday, 27th June, 2025, from 6.00 p.m. to 10.00 p.m., through Triq Santa Katarina, Triq il-Ħaddiema, Triq l-Inġiniera,

l-Inġiniera, parti minn Triq iċ-Ċombini, Triq il-Kbira u Misraħ ir-Repubblika sal-knisja.

It-trasport pubbliku se jkun affettwat.

Hal Safi

Nhar il-Ħadd, 15 ta' Ġunju, 2025, mid-9.00 a.m. sal-11.00 a.m., minn Triq il-Kenn, Triq Santa Marija u Misraħ il-Knisja;

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mill-5.00 p.m. sat-8.00 p.m., minn Misraħ il-Knisja, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq l-Iskola u Triq iż-Żurrieq;

Nhar il-Ħadd, 29 ta' Ġunju, 2025, mill-5.00 p.m. sad-9.30 p.m., minn Misraħ il-Knisja, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq il-Kenn, Triq Ta' Gawhar, Triq l-Iskola u Triq iż-Żurrieq.

It-trasport pubbliku se jkun affettwat.

Il-Qrendi

Nhar is-Sibt, 21 ta' Ġunju, 2025, mill-5.00 p.m. sas-6.00 p.m., minn Triq il-Ħniena, Triq il-Kbira u Triq Rokku Buhagiar sal-knisja parrokkjali.

M'hemmx b'zonn ta' clearance;

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mit-8.30 a.m. sal-11.00 a.m., minn Triq Rokku Buhagiar, Triq il-Parroċċa, Pjazza San Mattew, Triq il-Kbira, Triq is-Salvatur, Triq it-Torri u Triq San Nikola.

It-trasport pubbliku se jkun affettwat.

Hal Kirkop

Nhar il-Ġimgħa, 16 ta' Mejju, 2025, mill-5.00 p.m. sas-7.00 p.m., minn Misraħ Hal Kirkop, Triq il-Parroċċa, Pjazza San Leonardu u Triq San Benedittu.

It-trasport pubbliku se jkun affettwat;

Nhar il-Ħadd, 22 ta' Ġunju, 2025, mid-9.00 a.m. sal-11.00 a.m., minn Misraħ Hal Kirkop, Triq San Rokku, Triq Mons. Mikiel Barbara u Pjazza San Leonardu.

It-trasport pubbliku se jkun affettwat.

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

It-2 ta' Mejju, 2025

part of Triq iċ-Ċombini, Triq il-Kbira and Misraħ ir-Repubblika to the church.

Public transport will be affected.

Hal Safi

On Sunday, 15th June, 2025, from 9.00 a.m. to 11.00 a.m., through Triq il-Kenn, Triq Santa Marija and Misraħ il-Knisja;

On Sunday, 22nd June, 2025, from 5.00 p.m. to 8.00 p.m., through Misraħ il-Knisja, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq Dun Ġużepp Caruana, Triq l-Iskola and Triq iż-Żurrieq;

On Sunday, 29th June, 2025, from 5.00 p.m. to 9.30 p.m., through Misraħ il-Knisja, Triq San Pawl, Triq San Ġużepp, Misraħ San Ġużepp, Triq Santa Marija, Triq il-Kenn, Triq Ta' Gawhar, Triq l-Iskola and Triq iż-Żurrieq.

Public transport will be affected.

Qrendi

On Saturday, 21st June, 2025, from 5.00 p.m. to 6.00 p.m., through Triq il-Ħniena, Triq il-Kbira and Triq Rokku Buhagiar to the parish church.

No clearance is required;

On Sunday, 22nd June, 2025, from 8.30 a.m. to 11.00 a.m., through Triq Rokku Buhagiar, Triq il-Parroċċa, Pjazza San Mattew, Triq il-Kbira, Triq is-Salvatur, Triq it-Torri and Triq San Nikola.

Public transport will be affected.

Hal Kirkop

On Friday, 16th May, 2025, from 5.00 p.m. to 7.00 p.m., through Misraħ Hal Kirkop, Triq il-Parroċċa, Pjazza San Leonardu and Triq San Benedittu.

Public transport will be affected;

On Sunday, 22nd June, 2025, from 9.00 a.m. to 11.00 a.m., through Misraħ Hal Kirkop, Triq San Rokku, Triq Mons. Mikiel Barbara and Pjazza San Leonardu.

Public transport will be affected.

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

2nd May, 2025

AVVIŻ TAL-PULIZIJA

POLICE NOTICE

Nru. 94**No. 94**

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.

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.

Il-Gudja**Gudja**

Nhar it-Tlieta, 6 ta' Mejju, 2025, mill-5.00 p.m. sat-8.30 p.m., minn Triq Santa Marija, Triq il-Lunzjata u Triq il-Kappillan

On Tuesday, 6th May, 2025, from 5.00 p.m. to 8.30 p.m., through Triq Santa Marija, Triq il-Lunzjata and Triq il-Kappillan.

Trasport pubbliku mhux se jkun affettwat.

Public transport will not be affected.

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

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

It-2 ta' Mejju, 2025

2nd May, 2025

TRANSPORT MALTA

TRANSPORT MALTA

Avviż lill-Baħħara Nru 17 tal-2025**Notice to Mariners No. 17 of 2025**

Korrezzjoni ta' Charts – National Observation Station fil-Grigal tal-Port ta' Marsamxett

Charts Correction – National Observation Station Northeast of Il-Port ta' Marsamxett

Issir referenza għal BA Chart 177 – Valletta Harbours, 2537 – Għawdex, Kemmuna and the Northern part of Malta, 2538 – Malta.

Reference is made to BA Chart 177 - Valletta Harbours, 2537 – Gozo, Comino and the Northern part of Malta, 2538 – Malta.

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jgħarraf lill-baħħara li l-Università ta' Malta waħhlet National Observation Station fil-Grigal tal-Port ta' Marsamxett, iċċentrat fuq il-pożizzjoni li ġejja:

The Ports and Yachting Directorate, Transport Malta, notifies mariners that the University of Malta has deployed a National Observation Station Northeast of Il-Port ta' Marsamxett, centred on the following position:

<i>Latitudni (T)</i>	<i>Longitudni (L)</i>
35°55'.768	014°32'.317

<i>Latitude (N)</i>	<i>Longitude (E)</i>
35°55'.768	014°32'.317

It-tqassim jikkonsisti mill-baga prinċipali u żewġ bagi awżiljarji, 20m fuq kull naħa.

The layout consists of the main buoy and two auxiliary buoys, 20m on either side.

Il-bagi kollha għandhom dawl isfar li jteptep malajr ħamsa (5) kull għoxrin (20) sekonda b'firxa ta' erba (4) mili nawtiċi (Q(5).20s4M).

All buoys having a yellow light flashing quick five (5) every twenty (20) seconds with a range of four (4) nautical miles (Q(5).20s4M).

Qed tiġi stabbilita żona ta' kawtela ta' raġġ ta' 70m mill-pożizzjoni ta' hawn fuq.

A caution area of 70m radius from the above position is being established.

Pożizzjoni msemmija WGS 84 DATUM

Position referred to WGS 84 DATUM

Charts affettwati: BA 177, 2537, 2538

Charts affected: BA 177, 2537, 2538

It-2 ta' Mejju, 2025

2nd May, 2025

TRANSPORT MALTA

Avviż lill-Bahhara Nru 18 tal-2025

*Eżerċizzju ta' sparar attiv fuq il-baħar –
Gunex 01/2025*

Id-Direttorat tal-Portijiet u Yachting, Transport Malta, jgħarraf li l-Forzi Armati ta' Malta se jagħmlu eżerċizzju ta' spara attiv fuq il-baħar jew mir-Ranges ta' Pembroke (LM-D01) jew fin-Nofsinhar ta' Malta (LM-D05) bejn it-Tnejn, 12 ta' Mejju, 2025 u l-Ġimgħa, 16 ta' Mejju, 2025.

Id-żona użata fil-ġurnata se tkun determinata mill-kundizzjonijiet tat-temp prevalenti.

L-eżerċizzju se jsir f'wieħed miż-żoni kif imsemmi hawn taħt, bejn it-8.00 a.m. u t-8.00 p.m. hin lokali (mis-6.00 a.m. sas-6.00 p.m. UTC).

Fir-Ranges ta' Pembroke LM-D01 (PEMBROKE HIGH)

Mill-Požizzjoni A: *Latitudni (T) Longitudni (L)*
35° 55'.900 014° 28'.533

minn hemm fuq direzzjoni ta' 335 True x 8.5 mili nawtiċi sa:

Požizzjoni B: *Latitudni (T) Longitudni (L)*
36° 03'.620 014° 24'.100

minn hemm fuq ark ta' raġġ ta' ċirku ta' 8.5 mili nawtiċi ċċentrata fuq il-pożizzjoni A għal:

Požizzjoni C: *Latitudni (T) Longitudni (L)*
36° 00'.150 014° 37'.600

minn hemm fuq linja ta' 240 True għall-pożizzjoni A.

Il-bastimenti kollha fil-viċinanzi għandhom jipproċedu b'kawtela u jzommu mill-inqas tmien mili nawtiċi u nofs (8.5NM) 'il barra mix-xatt ta' Pembroke, fid-dati u l-ħinijiet indikati.

Il-baħħara huma infurmati wkoll li ġie stabbilit kuritur ta' erba' mili nawtiċi (4NM) bejn ix-xatt u l-linja M sa N (kif muri f'tabella A fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt) għall-mogħdija tal-bastimenti kollha fid-dati u l-ħinijiet imsemmija hawn fuq. Kull bastiment li għandu l-ħsieb li jgħaddi minn dan il-kuritur f'dawn il-ħinijiet għandu jikkomunika fuq VHF Channel 69 Malta VTS, għall-approvazzjoni finali qabel ma jidhol fiż-żona.

	<i>Latitudni (T)</i>	<i>Longitudni (L)</i>
M	36° 02'.869	014° 24'.532
N	35° 58'.387	014° 33'.834

Fin-Nofsinhar ta' Malta LM-D5 (MELITA)

TRANSPORT MALTA

Notice to Mariners No. 18 of 2025

*Live firing practice exercise at sea –
Gunex 01/2025*

The Ports and Yachting Directorate, Transport Malta, notifies that the Armed Forces of Malta shall conduct a live firing practice exercise at sea from either Pembroke Ranges (LM-D01) or south of Malta (LM-D05) between Monday, 12th May, 2025 and Friday, 16th May, 2025.

The area to be used on the day, will be determined by the prevalent weather conditions.

The exercise will take place within either of the areas as mentioned below, between 8.00 a.m. and 8.00 p.m. local time, (6.00 a.m. to 6.00 p.m. UTC).

At Pembroke Ranges LM-D01 (PEMBROKE HIGH)

From Position A: *Latitude (N) Longitude (E)*
35° 55'.900 014° 28'.533

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

Position B: *Latitude (N) Longitude (E)*
36° 03'.620 014° 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'.600

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.

Mariners are also informed that a corridor of four nautical miles (4NM) between the coast and the line M to N as shown on the chart A found on the Transport Malta website (www.transport.gov.mt) has been established for the passage of all vessels on the above-mentioned dates and times. Any vessel intending to transit through this corridor within these times is to communicate on VHF Channel 69 Malta VTS, for final approval prior to entering the area.

	<i>Latitude (N)</i>	<i>Longitude (E)</i>
M	36° 02'.869	014° 24'.532
N	35° 58'.387	014° 33'.834

At south of Malta LM-D5 (MELITA)

L-eżerċizzju se jsir f'żona ċirkolari ta' raġġ ta' 8 mili nawtiċi, iċċentrat fuq il-punt Z:

Požizzjoni Z: *Latitudni (T)* *Longitudni (L)*
35° 30'.500 014° 11'.000

kif muri f'tabella B fis-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Fid-dawl ta' dan ta' hawn fuq il-bastimenti kollha fil-viċinanzi għandhom jipproċedu b'kawtela, u huma avżati biex jagħtu spazju wiesa' liż-żoni ta' eżerċizzju u josservaw kull struzzjoni mogħtija minn inġenji tal-AFM li jagħmlu rondi fiż-żona u mill-Valletta VTS fuq VHF Channel 12.

Charts affettwati: BA 194, 2124, 2537 u 2538

Požizzjonijiet b'referenza għal WGS 84 DATUM

It-2 ta' Mejju, 2025

TRANSPORT MALTA

Avviż Lokali lill-Baħhara Nru 51 tal-2025

Avveniment ta' għawm fil-Bajja ta' Birżebbuġa – The Island Games

Id-Direttorat tal-Portijiet u l-Yachting, Transport Malta, jixtieq javża lill-baħhara li se tkun organizzata attività tal-għawm fil-Bajja ta' Birżebbuġa.

L-avveniment se jsir nhar il-Ġimgħa, 9 ta' Mejju, 2025 bejn 2.00 p.m. u 8.00 p.m. It-tlielaq se jsiru fiż-żona fformata billi jingħaqdu l-punti A, B, C, D u l-linja tax-xatt ta' bejniethom, kif muri fuq is-sit elettroniku ta' Transport Malta (www.transport.gov.mt).

Požizzjoni	Latitudni (T)	Longitudni (L)
A	35° 49'.528	014° 31'.788
B	35° 49'.499	014° 31'.873
C	35° 49'.442	014° 31'.844
D	35° 49'.468	014° 31'.768

Il-baħhara għandhom iżommu mill-inqas 10m 'il bogħod miż-żona msemmija hawn fuq u huma infurmati li se jitqiegħdu 10 bagi, f'linja, fiż-żona.

Huma avżati biex jinnavigaw b'kawtela b'veloċità baxxa (mingħajr rima) u jagħtu spazju wiesa' meta jkunu fil-viċinanza, għandhom iżommu 'l bogħod miż-żona msemmija hawn fuq.

Kwalunkwe struzzjonijiet maħruġa fuq VHF Channel 14/16 minn Marsaxlokk VTS għandhom jiġu mharsa.

Chart affettwata: BA 36

It-2 ta' Mejju, 2025

The exercise will be held within a circular area of 8 Nautical Mile Radius, centred on point Z:

Position Z: *Latitude (N)* *Longitude (E)*
35° 30'.500 014° 11'.000

as shown on chart B found on the Transport Malta website (www.transport.gov.mt).

In view of the above all vessels in the vicinity must proceed with caution, they are advised to give the exercise areas a wide berth and comply at all times with any instructions given by AFM craft patrolling the area and by Valletta VTS on VHF Channel 12.

Charts affected: BA 194, 2124, 2537 and 2538

Positions referred to WGS 84 DATUM

2nd May, 2025

TRANSPORT MALTA

Local Notice to Mariners No. 51 of 2025

Swimming event in Il-bajja ta' Birżebbuġa – The Island Games

The Ports and Yachting Directorate, Transport Malta, would like to notify mariners that a swimming event will be organised in Il-Bajja ta' Birżebbuġa.

The event will be held on Friday, 9th May, 2025 between 2.00 p.m. and 8.00 p.m. The races will be held within the area formed by joining the points A, B, C, D and the intermediate coastline, as shown on the chart found on the Transport Malta website (www.transport.gov.mt).

Position	Latitude (N)	Longitude (E)
A	35° 49'.528	014° 31'.788
B	35° 49'.499	014° 31'.873
C	35° 49'.442	014° 31'.844
D	35° 49'.468	014° 31'.768

Mariners to keep at least 10m away from the abovementioned area and are informed that 10 buoys will be laid, in a line, within the area.

They are advised to navigate with caution at slow speed (no wake) and give a wide berth when in the vicinity, they are to keep out of the abovementioned area.

Any instructions issued on VHF Channel 14/16 by Marsaxlokk VTS are to be complied with.

Chart affected: BA 36

2nd May, 2025

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻĠHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI

**Pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time
fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh,
ir-Riċerka u l-Innovazzjoni**

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, l-MEYR 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).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, fuq perjodu definit fuq bażi part-time, kif u meta jkun meħtieġ.

1.2. L-applikanti jistgħu japplikaw għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time f'wiehed jew aktar mis-suġġett/i/qasam/oqsma biex iservu f'Malta u f'Għawdex, li jidhru hawn taħt:

1. Business Studies
2. Computing
3. Design and Technology
4. Economics
5. Environmental Studies
6. Ethics
7. European Studies
8. Fretwork (Arkett)
9. Geography
10. Graphical Communication
11. ICDL Image Editing
12. ICDL Web Editing
13. Physics
14. Psychology
15. Russian
16. Social Studies
17. Sociology

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tiġi ingaġġata bhala Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni. Dan l-ingaġġ ikun fuq bażi ta' kuntratt definit għal sena (1) jew anqas, li jista' jiġi mgēdded għal perjodi oħra.

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Position of part-time Adult Educator in the Ministry
for Education, Sport, Youth,
Research and Innovation**

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the position of part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation, for a definite period on a part-time basis, as and when required.

1.2. Applicants may wish to apply for the position of part-time Adult Educator in one or more of the following subject/s/area/s to serve in Malta and Gozo:

1. Business Studies
2. Computing
3. Design and Technology
4. Economics
5. Environmental Studies
6. Ethics
7. European Studies
8. Fretwork (Arkett)
9. Geography
10. Graphical Communication
11. ICDL Image Editing
12. ICDL Web Editing
13. Physics
14. Psychology
15. Russian
16. Social Studies
17. Sociology

Duration of Assignment and Conditions

2.1. Selected candidate will be engaged as a part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation. The engagement will be on a definite basis for one (1) year or less, which may be renewed for further periods.

2.2. Il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3. Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkompli ta' biċċa xogħol speċifika, għaldaqstant dan jikkostitwixxi raġuni oġġettiva, il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4. L-Edukaturi għall-Adulti jistgħu jaħdmu fuq bażi part-time għal numru ta' sigħat fil-gimgha, liema numru ta' sigħat jiġi determinat qabel il-bidu tas-sena skont in-numru ta' applikanti li jkunu applikaw biex jattendu għall-korsijiet għall-adulti u/jew l-esiġenzi oħra li jistgħu jinqalghu/jinbidlu minn żmien għal żmien.

2.5. Il-proviżjonijiet relatati dwar il-benefiċċji u entitlements skont kif innizzla fil-Public Service Management Code bħal vacation leave u leave tal-mard, fil-każ ta' part-timers, huma fuq bażi pro-rata. Il-vacation leave jrid jittiehed matul il-btajjel stipulati mid-Direttorat.

2.6. Il-ġranet, il-ħinijiet u l-btajjel tal-kors ikunu kif stabbilit mid-Direttorat.

2.7. Id-Direttorat għall-Lifelong Learning and Employability (DLE) fi hdan MEYR joffri hafna korsijiet, f'ħinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt, u f'postijiet differenti f'Malta u Għawdex u wkoll online. Skedi ta' ħinijiet differenti ta' korsijiet għall-adulti japplikaw biex jiżguraw li l-bżonnijiet kollha ta' min qed jitgħallem jintlaħqu.

2.8. Biex din il-pożizzjoni tiġġedded, l-Edukaturi għall-Adulti fuq bażi part-time kollha ingaġġati huma mistennija jattendu sessjonijiet u laqgħat ta' żvilupp professjonali.

2.9. Edukaturi għall-Adulti fuq bażi part-time huma mistennija li jużaw il-laptops tagħhom stess għat-tnejnija u t-twassil tal-kompiti assenjati tagħhom.

2.10. L-edukaturi jistgħu jintalbu jgħallmu lill-adulti wiċċ imb wiċċ online permezz ta' għodod ta' vidjokonferenzi (Microsoft Teams) jew permezz tal-Learning Box.

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

2.2. The position of part-time Adult Educator is subject to a probation of one (1) year.

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

2.4. Adult Educators may work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the year depending on the number of applicants who would have applied to attend adult learning courses and/or any exigencies which may arise/change from time to time.

2.5. The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the holidays stipulated by the Directorate.

2.6. Course days, hours and holidays shall be as established by the Directorate.

2.7. Directorate for Lifelong Learning and Employability (DLE) within MEYR offers several courses, at different times of the day, from Mondays to Saturdays, and at different venues in Malta and Gozo and also online. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

2.8. For this position to be renewed, all engaged part-time Adult Educators are expected to attend professional development sessions and meetings.

2.9. Part-time Adult Educators are expected to use their own laptops for the preparation and delivery of their assigned tasks.

2.10. Educators may be requested to teach adults face-to-face online through video conferencing tools (Microsoft Teams) or through Learning Box.

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

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

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

Salarju Marbut mal-Pożizzjoni

3. Edukatur għall-Adulti fuq bażi part-time jithallas bir-rata ta’ €20.00 fis-siegha, skont in-numru ta’ lezzjonijiet/xogħol assenjat flimkien ma bonuses pro-rata (ta’ nofs is-sena u tal-Milied) u d-dħul supplimentari. Il-ħlas ikopri kemm il-ħin għall-preparazzjoni, korrezzjonijiet, valutazzjoni, żamma tar-rekords, feedback, laqgħat mal-management, ħin ta’ kuntatt fil-klassijiet tal-edukazzjoni għall-adulti, u kwalunkwe dmir ieħor relatat. M’hemm l-ebda rimborż addizzjonali għall-ivvjagġar lejn u mill-post.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta’ Edukatur għall-Adulti fuq bażi part-time huma:

- i. Jgħalliem is-suġġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ippublikat fil-Prospett maħruġ mid-Direttorat;
- ii. Jiffamiljarizza nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta’ żvilupp fir-rigward ta’ provvista ta’ servizz u opportunitajiet oħra ta’ taġġim tul il-ħajja;
- iii. Jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta’ statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma hidma maħtura;
- iv. Jipparteċipa b’mod attiv f’taħriġ kontinwu u ppjanar organizzat mill-iskola/ċentru fi hdan id-Direttorat;

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

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

Salary Pegged to the Position

3. A part-time Adult Educator shall be paid at the rate of €20.00 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction, assessment, record-keeping, feedback, meetings with management, contact time in the adult education classes, and any other related duties. There is no additional reimbursement for travel to and from the venue.

Duties

4. The job duties for the position of part-time Adult Educator include:

- i. Teaches subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;
- ii. Familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;
- iii. Assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;
- iv. Actively participates in on-going training and planning opportunities organised by the school/centre within the Directorate;

v. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' tagħlim tal-kors, tar-riżorsi u tal-ghodod ta' assessjar;

vi. Jaħdem mill-qrib tal-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul haġġithom;

vii. Jassisti lill-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;

viii. Josserva prattiki tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu tagħhom;

ix. Jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jzomm rekord tax-xogħol professjonali li jkun qed isir;

x. Jaħdem mill-qrib ta' edukaturi oħra għall-adulti involuti fit-tagħlim ta' korsijiet simili sabiex jinstabu mezzi effettivi biex:

i) jimmobilizza l-punti pożittivi, il-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu,

ii) jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw htiġiet ta' tagħlim tagħhom,

iii) jiżgura standardizzazzjoni u assigurazzjoni ta' kwalità fit-tagħlim;

xi. Jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' tagħlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;

xii. Jieħu hsieb li tagħmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

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

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

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

Aktar dettalji jistgħu jinkisbu minn (<https://lifelonglearning.gov.mt/>) jew bin-numru tat-telefown 2598 1103, jew permezz ta' ittra elettronika lid-DLE fuq (lifelonglearning@gov.mt).

v. Contributes to the development of courses by working closely with the Management and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;

vi. Works closely with the Management and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;

vii. Assists Management and Adult Education Coordinator in programme research, implementation and review;

viii. Adheres to established working procedures while contributes to ongoing development of such;

ix. Takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;

x. Works closely with other adult educators involved in delivery of similar courses in order to identify effective modalities for:

i) mobilises the strengths, potential and expertise of adult learners,

ii) enables adult learners to identify and meet their learning needs,

iii) ensures standardisation and quality assurance of learning;

xi. Engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;

xii. Cares for equipment available in the school/centre is maintained in good condition;

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

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

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

Further details may be obtained from (<https://lifelonglearning.gov.mt/>), or by telephone number 2598 1103, or by email to DLE at (lifelonglearning@gov.mt).

Rekwiżiti tal-Eligibbiltà

5.1. 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' impjeg bis-saħħa ta' leġiżlazzjoni 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' impjeg minhabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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; jew

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

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża; u

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. fil-pussess ta' degree ta' Baccellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sena (1) esperjenza bħala Edukatur jew sena (1) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iv. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eligibbli skont il-paragrafu 5.1 (iii) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eligibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET, jew ekwivalenti*) fi suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sena (1) esperjenza bħala Edukatur jew tliet (3) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

v. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eligibbli skont il-paragrafu 5.1 (iii) u (iv) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eligibbiltà tkun estiża wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sentejn (2) esperjenza bħala Edukatur jew erba' (4) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

vi. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eligibbli skont il-paragrafu 5.1 (iii), (iv) u (v) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eligibbiltà għandha tiġi estiża għal applikanti li għandhom erba' (4) snin esperjenza bħala Edukaturi li jgħallmu l-qasam/suġġett li qed japplikaw għalih, jew sena (1) bħala għalliema full-time bil-warrant, jew hames (5) snin ta' prattika professjonali/esperjenza ta' xogħol fil-qasam li għaliha saret l-applikazzjoni.

*Kwalifika rikonoxxuta komparabbli ma' 30/120/180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

iii. in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*), in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or one (1) year proven professional practice/work experience in the area applied, if applicable;

iv. in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or three (3) years proven professional practice/work experience in the area applied, if applicable;

v. In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of two (2) years experience as an Educator or four (4) years proven professional practice/work experience in the area applied, if applicable;

vi. In the absence of applications from eligible applicants according to paragraph 5.1(iii), (iv) and (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants who have four (4) years experience as an Educator teaching the subject/area applied for, or one (1) year as full-time warranted teacher, or five (5) years of professional practice/work experience in the area applied for.

*A recognised qualification comparable to 30/120/180 ECTS/ECVET credits, as applicable is only accepted subject to a MQRIC formal recognition statement being submitted with the application.

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

7.1. L-applikanti eligibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%. Waqt l-intervista, l-applikanti għandhom jipprezentaw skema ta' kampjun ta' xogħol u/jew pjan ta' lezzjonijiet u kwalunkwe materjal u rizorsi rilevanti relatati mas-sugġett/qasam li applikaw għalih, li jiġu evalwati u kklassifikati kif xieraq. Barra minn hekk, għas-sugġetti tal-VET, l-applikanti huma mistennija jipprezentaw portafoll ta' xogħol.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom Warrant Permanenti ta' Għalliem u/jew kwalifika ta' taħriġ għall-għalliema u/jew esperjenza ta' xogħol rilevanti u ppruvata.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

Submission of Supporting Documents

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

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

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%. During the interview applicants are to present a sample scheme of work and/or lesson plan and any relevant materials and resources related to the subject area applied for, which will be duly assessed and graded. In addition, for VET subjects, applicants are expected to present a portfolio of work.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have a Teacher's Permanent Warrant and/or teacher training qualification and/or proven relevant work experience.

7.3. Kandidat magħżul li japplika skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jitqiegħed f'ordni tal-mertu msejha Kategorija A. Dawk li jkunu qed japplikaw skont termini ta' paragrafi 5.1(iv) jitqiegħdu f'ordni tal-mertu msejha Kategorija B u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(v) jitqiegħdu f'ordni tal-mertu msejha Kategorija Ċ, u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(vi) jitqiegħdu f'ordni tal-mertu msejha Kategorija D.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jingħataw preferenza fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafi 5.1(iv) ta' hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(v) hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(vi) hawn fuq. B'hekk, l-applikanti li japplikaw taht paragrafi 5.1(iv), (v) u (vi) jiġu kkunsidrati biss ladarba l-ordni tal-mertu ta' Kategorija A li hemm referenza għaliha f'paragrafu 7.3, tkun giet eżawrita u jekk ikun fadal xi postijiet vakanti.

7.5. B'hekk, listi ta' riżultati separati jiġu ppubblikati skont l-ordni tal-mertu tas-suġġett/qasam msemmi f'paragrafu 1.2 hawn fuq, u skont sezzjoni 5.1, u paragrafi 7.3 u 7.4. Il-lista tar-riżultati tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-riżultati tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikanti jistgħu japplikaw għal aktar minn waħda mill-għażliet msemmija f'paragrafu 1.2 hawn fuq, billi japplikaw separatament għal kull suġġett/qasam. Madankollu, hija l-prerogattiva tal-MEYR li jagħżel liema suġġett/i joffri lill-kandidati magħżulin, skont l-esiġenzi tas-Servizz Pubbliku ta' Malta u l-MEYR. L-applikant għandu jindika wkoll fil-Curriculum Vitae tiegħu is-suġġett/qasam u l-livelli ta' tagħlim (MQF 1, MQF 2, SEC, Avvanzat, eċċ.) hu/hija lest li jgħallew. Għandhom jindikaw ukoll jekk humiex disponibbli biex jgħallmu filgħodu u/jew filgħaxija u f'Malta u/jew Għawdex. Din l-informazzjoni għandha tkun inkluża fit-taqsimha msejha: 'Imjieg Mixtieq'. Is-CV tal-Europass tista' titniżżel minn (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

8.2. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieġ). Id-data tal-għeluq tal-applikazzjonijiet hija

7.3. A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C, and those applying in terms of paragraphs 5.1(vi) will be put on an order of merit list named Category D.

7.4. Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(vi) above. Hence, applicants applying under paragraphs 5.1(iv), (v) and (vi) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.

7.5. Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for two (2) year from date of publication or until the result list is exhausted, whichever is earlier.

Submission of Applications

8.1. Applicants may apply for more than one of the options listed in paragraph 1.2 above, by applying separately for every subject/area. However, it is the prerogative of MEYR to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEYR. The applicant must also indicate in his curriculum vitae the subject/area and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc.) s/he is willing to teach. They should also indicate whether they are available to teach mornings and/or evenings and in Malta and/or Gozo. This information is to be included in the section called: 'Desired Employment'. The Europass CV may be downloaded from (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

8.2. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of

l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Itra elettronika ġġenerata mill-komputer tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

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

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

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

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

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

It-2 ta' Mejju, 2025

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
 IŻ-ŻGHAŻAGH, IR-RIĊERKA U L-INNOVAZZJONI

Pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni

Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

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

submission of recognition statements in respect of qualifications;
 qualifications at a higher level;
 comparative level of Public Sector employees;
 renouncement of pending applications;
 publication of the result;
 medical examination;
 the process for the submission of petitions concerning the result;

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH,
 RESEARCH AND INNOVATION

Position of part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation

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

Il-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR), jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, fuq perjodu definit fuq bażi part-time, kif u meta jkun meħtieġ.

1.2. L-applikanti jistgħu japplikaw għall-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time f'wieħed jew aktar mis-suġġett/i/qasam/oqsma biex iservu f'Malta u f'Għawdex, li jidhru hawn taħt:

1. Chemistry
2. Clock Repair
3. Gardening
4. Gold and Silver Smithing
5. Mosaic
6. Organic Horticulture
7. Portuguese
8. Pottery and Ceramics
9. Upholstery

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tiġi ingaġġata bħala Edukatur għall-Adulti fuq bażi part-time fil-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni. Dan l-ingaġġ ikun fuq bażi ta' kuntratt definit għal sena (1) jew anqas, li jista' jiġi mġedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3. Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkompli ta' biċċa xogħol speċifika, għaldaqstant dan jikkostitwixxi raġuni oġġettiva, il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time hija skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat 'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4. L-Edukaturi għall-Adulti jistgħu jaħdmu fuq bażi part-time għal numru ta' sigħat fil-gimgha, liema numru ta' sigħat jiġi determinat qabel il-bidu tas-sena skont in-numru ta' applikanti li jkunu applikaw biex jattendu għall-korsijiet

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR), would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the position of part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation, for a definite period on a part-time basis, as and when required.

1.2. Applicants may wish to apply for the position of part-time Adult Educator in one or more of the following subject/s/area/s to serve in Malta and Gozo:

1. Chemistry
2. Clock Repair
3. Gardening
4. Gold and Silver Smithing
5. Mosaic
6. Organic Horticulture
7. Portuguese
8. Pottery and Ceramics
9. Upholstery

Duration of Assignment and Conditions

2.1. Selected candidate will be engaged as a part-time Adult Educator in the Ministry for Education, Sport, Youth, Research and Innovation. The engagement will be on a definite basis for one (1) year or less, which may be renewed for further periods.

2.2. The position of part-time Adult Educator is subject to a probation of one (1) year.

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

2.4. Adult Educators may work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the year depending on the number of applicants who would have applied to attend adult learning

għall-adulti u/jew l-esiġenzi oħra li jistgħu jinqalghu/jinbidlu minn żmien għal żmien.

2.5. Il-proviżjonijiet relatati dwar il-benefiċċji u entitlements skont kif immizzla fil-Public Service Management Code bħal vacation leave u leave tal-mard, fil-każ ta' part-timers, huma fuq bażi pro-rata. Il-vacation leave jrid jittiehed matul il-btajjel stipulati mid-Direttorat.

2.6. Il-ġranet, il-hinijiet u l-btajjel tal-kors ikunu kif stabbilit mid-Direttorat.

2.7. Id-Direttorat għal-Lifelong Learning and Employability (DLE) fi hdan MEYR joffri hafna korsijiet, f'hinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt, u f'postijiet differenti f'Malta u Għawdex u wkoll online. Skedi ta' hinijiet differenti ta' korsijiet għall-adulti japplikaw biex jiżguraw li l-bżonnijiet kollha ta' min qed jitgħallem jintlaħqu.

2.8. Biex din il-pożizzjoni tiġġedded, l-Edukaturi għall-Adulti fuq bażi part-time kollha ingaġġati huma mistennija jattendu sessjonijiet u laqgħat ta' żvilupp professjonali.

2.9. Edukaturi għall-Adulti fuq bażi part-time huma mistennija li jużaw il-laptops tagħhom stess għat-tnejnija u t-twassil tal-kompiti assenjati tagħhom.

2.10. L-edukaturi jistgħu jintalbu jgħallmu lill-adulti wiċċ imb wiċċ online permezz ta' għodod ta' vidjokonferenzi (Microsoft Teams) jew permezz tal-Learning Box.

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

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

courses and/or any exigencies which may arise/change from time to time.

2.5. The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the holidays stipulated by the Directorate.

2.6. Course days, hours and holidays shall be as established by the Directorate.

2.7. Directorate for Lifelong Learning and Employability (DLE) within MEYR offers several courses, at different times of the day, from Mondays to Saturdays, and at different venues in Malta and Gozo and also online. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

2.8. For this position to be renewed, all engaged part-time Adult Educators are expected to attend professional development sessions and meetings.

2.9. Part-time Adult Educators are expected to use their own laptops for the preparation and delivery of their assigned tasks.

2.10. Educators may be requested to teach adults face-to-face online through video conferencing tools (Microsoft Teams) or through Learning Box.

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

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

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

Salarju Marbut mal-Pożizzjoni

3. Edukatur għall-Adulti fuq bażi part-time jithallas bir-rata ta' €20.00 fis-siegha, skont in-numru ta' lezzjonijiet/xogħol assenjat flimkien ma bonuses pro-rata (ta' nofs is-sena u tal-Milied) u d-dħul supplimentari. Il-ħlas ikopri kemm il-ħin għall-preparazzjoni, korrezzjonijiet, valutazzjoni, żamma tar-rekords, feedback, laqgħat mal-manigment, ħin ta' kuntatt fil-klassijiet tal-edukazzjoni għall-adulti, u kwalunkwe dmir iehor relatat. M'hemm l-ebda rimborż addizzjonali għall-ivvjagġar lejn u mill-post.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Edukatur għall-Adulti fuq bażi part-time huma:

i. Jgħallem is-suġġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ippubblikat fil-Prospett maħruġ mid-Direttorat;

ii. Jiffamiljarizza nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta' żvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' taġlim tul il-ħajja;

iii. Jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma hidma mahtura;

iv. Jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-iskola/ċentru fi hdan id-Direttorat;

v. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' taġlim tal-kors, tar-riżorsi u tal-ġhodod ta' assessjar;

vi. Jaħdem mill-qrib tal-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplimentaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul il-ħajjithom;

vii. Jassisti lill-manigment u l-Kordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;

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

Salary Pegged to the Position

3. A part-time Adult Educator shall be paid at the rate of €20.00 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction, assessment, record-keeping, feedback, meetings with management, contact time in the adult education classes, and any other related duties. There is no additional reimbursement for travel to and from the venue.

Duties

4. The job duties for the position of part-time Adult Educator include:

i. Teaches subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;

ii. Familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;

iii. Assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;

iv. Actively participates in on-going training and planning opportunities organised by the school/centre within the Directorate;

v. Contributes to the development of courses by working closely with the Management and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;

vi. Works closely with the Management and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;

vii. Assists Management and Adult Education Coordinator in programme research, implementation and review;

viii. Josserva Prattiki tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu tagħhom;

ix. Jiehu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jzomm rekord tax-xogħol professjonali li jkun qed isir;

x. Jaħdem mill-qrib ta' edukaturi oħra għall-adulti involuti fit-tagħlim ta' korsijiet simili sabiex jinstabu mezzi effettivi biex:

i. Jimmobilizza l-punti pożittivi, l-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu;

ii. Jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw htiġiet ta' tagħlim tagħhom;

iii. Jiżgura standardizzazzjoni u assigurazzjoni ta' kwalità fit-tagħlim;

xi. Jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ tagħhom ta' tagħlim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;

xii. Jiehu hsieb li tagħmir disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;

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

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

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

Aktar dettalji jistgħu jinkisbu minn (<https://lifelonglearning.gov.mt/>), jew bin-numru tat-telefown 2598 1103, jew permezz ta' ittra elettronika lid-DLE fuq (lifelonglearning@gov.mt).

Rekwiżiti tal-Eligibbiltà

5.1. 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 hieles tal-ħaddiema; jew

viii. Adheres to established working procedures while contributes to on-going development of such;

ix. Takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;

x. works closely with other adult educators involved in delivery of similar courses in order to identify effective modalities for:

i. Mobilises the strengths, potential and expertise of adult learners;

ii. Enables adult learners to identify and meet their learning needs;

iii. Ensures standardisation and quality assurance of learning;

xi. Engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;

xii. Cares for equipment available in the school/centre is maintained in good condition;

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

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

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

Further details may be obtained from (<https://lifelonglearning.gov.mt/>), or by telephone number 2598 1103, or by email to DLE at (lifelonglearning@gov.mt).

Eligibility Requirements

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

i. a. citizens of Malta; or

b. citizens of the other Member States of the European Union who are entitled to equal treatment to 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' impjeg minhabba li jkunu japplikaw għal dak il-pajjiż leġislatzjoni 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-ligi jew fil-leġislatzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

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

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

iii. fil-pussess ta' degree ta' Baċcellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sena (1) esperjenza bħala Edukatur jew sena (1) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iv. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eliġibbli skont il-paragrafu 5.1 (iii) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiża wkoll għall-

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

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

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

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

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

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

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

iii. in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*), in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or one (1) year proven professional practice/work experience in the area applied, if applicable;

iv. in the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised

applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 krettu ECTS/ECVET, jew ekwivalenti*) fi suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sena (1) esperjenza bhala Edukatur jew tliet (3) snin ta' Prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

v. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eliġibbli skont il-paragrafu 5.1 (iii) u (iv) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà tkun estiza wkoll għall-applikanti fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti fis-suġġett/qasam li qed japplikaw għalih, jew kwalifika komparabbli. L-applikanti għandu wkoll ikollhom minimu ta' sentejn (2) esperjenza bhala Edukatur jew erba' (4) snin ta' Prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

vi. f'każ li ma jkunx hemm applikazzjonijiet minn applikanti eliġibbli skont il-paragrafu 5.1 (iii), (iv) u (v) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu suċċess, l-eliġibbiltà għandha tiġi estiza għal applikanti li għandhom erba' (4) snin esperjenza bhala Edukaturi li jgħallmu l-qasam/suġġett li qed japplikaw għalih, jew sena (1) bhala għalliema full-time bil-warrant, jew hames (5) snin ta' Prattika professjonali/esperjenza ta' xogħol fil-qasam li għaliha saret l-applikazzjoni.

*Kwalifika rikonoxxuta komparabbli ma' krettu 30/120/180 ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

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

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

qualification at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of one (1) year experience as an Educator or three (3) years proven professional practice/work experience in the area applied, if applicable;

v. In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in the subject/area applied for or a comparable qualification. Applicants should also, have a minimum of two (2) years experience as an Educator or four (4) years proven professional practice/work experience in the area applied, if applicable;

vi. In the absence of applications from eligible applicants according to paragraph 5.1(iii), (iv) and (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants who have four (4) years experience as an Educator teaching the subject/area applied for, or one (1) year as full-time warranted teacher, or five (5) years of professional practice/work experience in the area applied for.

*A recognised qualification comparable to 30/120/180 ECTS/ECVET credits, as applicable is only accepted subject to a MQRIC formal recognition statement being submitted with the application.

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

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

7.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%. Waqt l-intervista, l-applikanti għandhom jipprezentaw skema ta' kampjun ta' xogħol u/jew pjan ta' lezzjonijiet u kwalunkwe materjal u riżorsi rilevanti relatati mas-suġġett/qasam li applikaw għalih, li jiġu evalwati u kklassifikati kif xieraq. Barra minn hekk, għas-suġġetti tal-VET, l-applikanti huma mistennija jipprezentaw portafoll ta' xogħol.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom Warrant Permanenti ta' Għalliem u/jew kwalifika ta' taħriġ għall-għalliema u/jew esperjenza ta' xogħol rilevanti u ppruvata.

7.3. Kandidat magħżul li japplika skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jitqieghed f'ordni tal-mertu msejha Kategorija A. Dawk li jkun qad japplikaw skont termini ta' paragrafi 5.1(iv) jitqieghdu f'ordni tal-mertu msejha Kategorija B u dawk li jkun qad japplikaw skont it-termini ta' paragrafi 5.1(v) jitqieghdu f'ordni tal-mertu msejha Kategorija Ċ, u dawk li jkun qad japplikaw skont it-termini ta' paragrafi 5.1(vi) jitqieghdu f'ordni tal-mertu msejha Kategorija D.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafi 5.1(iii) ta' hawn fuq, jingħataw preferenza

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

Submission of Supporting Documents

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

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

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%. During the interview applicants are to present a sample scheme of work and/or lesson plan and any relevant materials and resources related to the subject area applied for, which will be duly assessed and graded. In addition, for VET subjects, applicants are expected to present a portfolio of work.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have a Teacher's Permanent Warrant and/or teacher training qualification and/or proven relevant work experience.

7.3. A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C, and those applying in terms of paragraphs 5.1(vi) will be put on an order of merit list named Category D.

7.4. Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over

fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafi 5.1 (iv) ta' hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(v) hawn fuq u dawn tal-aħħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(vi) hawn fuq. B'hekk, l-applikanti li japplikaw taht paragrafi 5.1(iv), (v) u (vi) jiġu kkunsidrati biss ladarba l-ordni tal-mertu ta' Kategorija A li hemm referenza għaliha f'paragrafu 7.3, tkun giet eżawrita u jekk ikun fadal xi postijiet vakanti.

7.5. B'hekk, listi ta' riżultati separati jiġu ppubblikati skont l-ordni tal-mertu tas-suġġett/qasam msemmi f'paragrafu 1.2 hawn fuq, u skont sezzjoni 5.1, u paragrafi 7.3 u 7.4. Il-lista tar-riżultati tibqa' valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm il-lista tar-riżultati tkun eżawrita, liema waħda minn dawn tkun l-ewwel.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikanti jistgħu japplikaw għal aktar minn waħda mill-għażliet msemmija f'paragrafu 1.2 hawn fuq, billi japplikaw separatament għal kull suġġett/qasam. Madankollu, hija l-prerogattiva tal-MEYR li jagħżel liema suġġett/i joffri lill-kandidati magħżulin, skont l-esiġenzi tas-Servizz Pubbliku ta' Malta u l-MEYR. L-applikant għandu jindika wkoll fil-Curriculum Vitae tiegħu is-suġġett/qasam u l-livelli ta' tagħlim (MQF 1, MQF 2, SEC, Avvanzat, eċċ.) hu/hija lest li jgħallem. Għandhom jindikaw ukoll jekk humiex disponibbli biex jgħallmu filgħodu u/jew filgħaxija u f'Malta u/jew Għawdex. Din l-informazzjoni għandha tkun inkluża fit-taqsimha msejha: 'Imjieg Mixtieq'. Is-CV tal-Europass tista' titniżżel minn (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

8.2. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.3. Madankollu, jekk l-ordni tal-mertu tiġi eżawrita minhabba vakanzi addizzjonali, applikanti oħra jistgħu jiġu assessati mingħajr il-hruġ ta' sejha ġdida għall-applikazzjonijiet, sakemm ikunu ssottomettew l-applikazzjoni sal-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 26 ta' Diċembru, 2025.

successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(vi) above. Hence, applicants applying under paragraphs 5.1(iv), (v) and (vi) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.

7.5. Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for two (2) year from date of publication or until the result list is exhausted, whichever is earlier.

Submission of Applications

8.1. Applicants may apply for more than one of the options listed in paragraph 1.2 above, by applying separately for every subject/area. However, it is the prerogative of MEYR to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEYR. The applicant must also indicate in his curriculum vitae the subject/area and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc.) s/he is willing to teach. They should also indicate whether they are available to teach mornings and/or evenings and in Malta and/or Gozo. This information is to be included in the section called: 'Desired Employment'. The Europass CV may be downloaded from (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

8.2. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.3. However, should the order of merit list be exhausted and new vacancies arise, other applicants may be interviewed without recourse to a new call for applications, provided they would have submitted their application by 5.15 p.m. (Central European Time) of Friday, 26th December, 2025.

8.4. Hija r-responsabbiltà tal-applikanti li ma jhallux sal-ahhar mument biex jissottomettu l-applikazzjoni tagħhom.

8.5. Applikazzjonijiet li jaslu wara d-data u l-hin tal-gheluq (i.e. applikazzjonijiet tard) ma jigux aċċettati.

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzi ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

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

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

It-2 ta' Mejju, 2025

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

Post ta' Assistant Manager fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-fal

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

Post of Assistant Manager in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form

mhuwa tollerat. Fil-proċess tar-reklutaġġ, il-MEYR 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. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fi hdan id-Direttorat STEM u VET Programmes fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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

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

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

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

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

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

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

of child abuse. MEYR adheres to S.L.327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation, invites applications for the post of Assistant Manager in the Directorate STEM and VET Programmes within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

Dmirijiet

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

i Jassisti fit-tmexxija u l-esekuzzjoni ġenerali tal-proġetti li jsiru mid-Direttorat rispettiv;

ii Jiżviluppa pjanijiet ta’ ħidma, inklużi timelines u miri tal-proġetti mwettqa mid-Direttorat;

iii Jiżgura effiċjenza massima fl-esekuzzjoni b’suċċess ta’ proġetti skont standards ta’ kwalità meħtieġa;

iv Fuq bażi kontinwa, jidentifika, kwalunkwe kwistjoni li jisthoqqilha l-attenzjoni tas-superjur dirett tiegħu/a u/jew tad-Direttur Ġenerali;

v Jipprovdi sapport u pariri lit-tim manigerjali tad-Direttorat, lill-uffiċjali fi ħdan id-Direttorat u lid-Direttur Ġenerali;

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

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

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

Duties

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

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

ii. Develops work plans, including timelines and targets of the projects undertaken by the Directorate;

iii. Ensures maximum efficiency in the successful execution of projects to required quality standards;

iv. Identifies, on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Director General;

v. Provides support and advice to the Directorate’s management team, the officials within the Directorate and to the Director General;

vi Jikkollabora u jappoġġja kollegi oħra fi ħdan it-tim amministrattiv tad-Direttorat u uffiċjali oħra skont il-ħtieġa;

vii Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati rilevanti kollha u mal-project leaders u jikkordina u jipparteċipa f'laqgħat regolari kif u meta meħtieġ;

viii Jieħu ħsieb il-kordinazzjoni u t-twetiq ta' kompiti amministrattivi ta' kuljum li jinkludi l-aċċess u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iż-żamma ta' rekords, kif ukoll li tiġi mdahhla u aġġornata l-informazzjoni fuq sistemi ta' data fil-kompjuter u databases;

ix Iżur siti relatati mal-inizjattivi tad-Direttorat (bħal post tal-konferenzi) biex jiżgura progress u jiċċara kwalunkwe preokkupazzjonijiet li jistgħu jinqalgħu;

x Jassisti fil-kumpilazzjoni ta' rapporti relatati mal-implimentazzjoni ta' proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont l-iskedi stabbiliti;

xi Jassisti fil-produzzjoni, l-evalwazzjoni u t-tixrid tar-rapporti tal-proġett, kif meħtieġ, u jieħu ħsieb jorganizza, jipprezenta u jzomm dokumentazzjoni rigward il-proġetti kollha li jkun għaddejjin;

xii Jattendi u/jew jirrapprezenta lid-Direttorat f'konferenzi, laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni b'rabta ma' proġetti;

xiii Jipprepara rapporti/komunikazzjonijiet u/jew instruction notes meħtieġa u ssegwi l-komunikazzjoni kif meħtieġ, taħt l-istruzzjoni tal-Assistent Direttur/Direttur;

xiv Jgħin fil-ħtiġiet u r-rekwiziti tal-akkwist tad-Direttorat jew tad-Dipartiment rispettiv;

xv Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

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

xvii Kwalunkwe dmir ieħor hekk kif ordnat 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

vi. Collaborates and supports other colleagues within the Directorate's administrative team and other officials as deemed necessary;

vii. Ensures efficient communication with all relevant stakeholders and with project leaders and coordinate and participate in regular meetings as and when required;

viii. Co-ordinates and executes daily administrative tasks which include handling and distributing correspondence and requests for information, maintaining records, as well as inputting and updating information based on computer systems and databases;

ix. Visits sites related to the Directorate initiatives (such as a conference venue) to ensure progress and to clarify any concerns that may arise;

x. Assists in the compilation of reports related to the implementation of projects and ensure that their implementation is according to set schedules.

xi. Assists in the production, evaluation and dissemination of project reports, as necessary, and undertakes organising, filing and maintaining documentation regarding all undergoing projects;

xii. Attends and/or represents the Directorate in conferences, meetings, seminars, committees and discussion platforms in connection with project;

xiii. Prepares any required reports/communications and/or Instruction Notes and following-up communication accordingly, under the instruction of the Assistant Director/Director;

xiv. Assists in the procurement needs and requirements of the respective Directorate or Department;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

b. 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-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 leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

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

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

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istatistika jew Soċjoloġija jew Social Sciences jew Matematika jew Public Management and Governance jew Studji Diplomatici jew Management jew Marketing jew Loġistika jew Edukazzjoni jew Public Policy

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

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

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

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

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

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

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

ii. able to communicate in Maltese and English languages;

iii. a. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Statistics or Sociology or Social Sciences or Mathematics or Public Management and Governance or Diplomatic Studies or Management or Marketing or Logistics or Education or Public Policy

jew Public Administration jew Business Administration jew Riżorsi Umani jew Finanzi jew Accountancy jew Economics jew Kummerè jew ICT jew Administrative and Secretarial Studies jew Project Management jew Quality Management jew kwalifika professjonali komparabbli rikonoxxuta f'Livell 4 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-manigment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fl-Istatistika jew Soċjologija jew Social Sciences jew Matematika jew Public Management and Governance jew Studji Diplomatici jew Management jew Marketing jew Loġistika jew Edukazzjoni jew Public Policy jew Public Administration jew Business Administration jew Riżorsi Umani jew Finanzi jew Accountancy jew Economics jew Kummerè jew ICT jew Administrative and Secretarial Studies jew Project Management jew Quality Management jew kwalifika professjonali komparabbli rikonoxxuta f'Livell 5 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-manigment.

JEW

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

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wiehed (1) minn dawn is-suġġetti: Accountancy jew Inġliż jew Malti jew Matematika jew Economics jew IT)

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

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

or Public Administration or Business Administration or Human Resources or Finance or Accountancy or Economics or Commerce or ICT or Administrative and Secretarial Studies or Project Management or Quality Management or a recognised comparable professional qualification at MQF Level 4 in Accountancy or in relevant areas as determined by management.

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Statistics or Sociology or Social Sciences or Mathematics or Public Management and Governance or Diplomatic Studies or Management or Marketing or Logistics or Education or Public Policy or Public Administration or Business Administration or Human Resources or Finance or Accountancy or Economics or Commerce or ICT or Administrative and Secretarial Studies or Project Management or Quality Management or a recognised comparable professional qualification at MQF Level 5 in Accountancy or in relevant areas as determined by management.

OR

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

OR

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

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

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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

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

Submission of Supporting Documentation

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġġ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

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

kwalifiki f'livell oġġla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzi ta' applikazzjonijiet pendenti;

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 Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

It-2 ta' Mejju, 2025

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAGH, IR-RIĊERKA U L-INNOVAZZJONI

**Post ta' Manager I fil-Ministeru għall-Edukazzjoni,
I-Sport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni**

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, il-MEYR 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. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-post ta' Manager I fi hdan id-Direttorat tal-Planning and Strategic Foresight fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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

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

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00

publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

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

2nd May, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Post of Manager I in the Ministry for Education, Sport,
Youth, Research and Innovation**

Nomenclatures denoting the male gender include also the female gender

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L.327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education Sport, Youth, Research and Innovation, invites applications for the post of Manager I within the Directorate for Planning and Strategic Foresight in the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

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

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025)

fis-sena 2025) wara tmien (8) snin servizz bhala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdjet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) wara sentejn (2) snin servizz sodisfaċenti bhala Manager I (Skala ta' Salarju 9).

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

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

2.7 Il-persuni maħtura jkunu intitolati wkoll għal hlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u hlas ta' allowance tal-klassi annwali ta' €750, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-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, skont il-postijiet vakanti stabbiliti.

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

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

on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 A Manager I (Salary Scale 10) who obtains a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management shall be placed in Salary Scale 9 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) after two (2) years satisfactory service as Manager I (Salary Scale 9).

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

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, subject to Central Administration's policies in force from time to time.

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

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

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

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta’ Manager I fi hdan id-Direttorat tal-Planning u Strategic Foresight huma:

i. Jaħdem fuq l-ippjanar u l-iżvilupp kontinwu ta’ bażi ta’ data komprensiva li tappoġġa l-istrateġija nazzjonali tal-edukazzjoni u inizjattivi strateġiċi ewlenin oħra fi hdan id-Direttorat biex jiffaċilita l-aċċess u l-analitika tad-data f’hin reali;

ii. Jgħin fil-proċess tal-ippjanar strateġiku billi jfassal pjanijiet ta’ azzjoni dettaljati, u inizjattivi innovattivi u jkun jista’ jaderixxi mal-proċeduri tal-akkwist u kwalunkwe regolament ieħor;

iii. Ifassal u jimplimenta avvenimenti kollaborattivi b’impatt għoli b’firxa varjata ta’ partijiet ikkonċernati, inklużi edukaturi, akkademiċi, mexxejja tal-industrija u korpi governattivi filwaqt li jissorvelja d-dokumentazzjoni u l-analiżi rigoruża tas-sejbiet tar-riċerka minn dawn l-avvenimenti u riċerka oħra, u jiżgura l-implimentazzjoni strateġika tal-azzjonijiet rakkomandati;

iv. Janalizza d-data kwantitattiva bl-użu ta’ għodod analitiċi avvanzati għall-iżvilupp u t-twettiq ta’ riċerka u analiżi;

v. Jiżviluppa rapporti u preżentazzjonijiet dettaljati ħafna li jenfasizzaw il-prospettiva strateġika u jixprunaw ir-rakkomandazzjonijiet tal-politika;

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

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

Duties

3. The duties of a Manager I within the Directorate for Planning and Strategic Foresight include:

i. Work on the planning, development, and ongoing optimisation of a comprehensive database that supports the national education strategy and other key strategic initiatives within the Directorate to facilitate real-time data access and analytics;

ii. Support the strategic planning process by devising detailed action plans, and innovative initiatives and be able to adhere to procurement and any other regulations;

iii. Design and execute high-impact collaborative events with a diverse array of stakeholders, including educators, academia, industry leaders, and governmental bodies while overseeing the documentation and rigorous analysis of research findings from these events and other research, and ensure the strategic implementation of recommended actions;

iv. Analyse quantitative data using advanced analytical tools and conduct research and analysis;

v. Develop and present intricately detailed reports and presentations that highlight strategic foresight and drive policy recommendations;

vi. Taht il-gwida tad-Direttur, jiżviluppa xenarji futuri kumplessi u personaġġi dettaljati li jantiċipaw ċaqliq demografiku, avvanzji teknoloġiċi, u bidliet ekonomiċi globali, kif ukoll japplika għal fondi relatati mal-istrateġija u l-mandat tad-Direttorat;

vii. Jiffaċilita l-kollaborazzjoni bejn id-dipartimenti billi jallinja l-inizjattivi tad-Direttorat ma' għanijiet usa' tal-Ministeru;

viii. Iwettaq riċerka bir-reqqa bl-użu ta' metodoloġiji u għodod mill-aktar avvanzati u jissintetizza ammonti vasti ta' data f'għarfien strateġiku li jinforma d-deċiżjonijiet ta' politika u l-istrateġiji fit-tul tad-Direttorat;

ix. Ifassal preżentazzjonijiet li jhallu impatt li jikkomunikaw b'mod effettiv data kumplessa u pjanijiet strateġiċi;

x. Jimmonitorja b'mod proattiv l-aderenza tad-Direttorat mal-pjanijiet strateġiċi tiegħu u jidentifika kwalunkwe devjazzjoni mill-miri u jinforma lid-Direttur biex jikkollabora fl-iżvilupp u l-implimentazzjoni ta' miżuri korrettivi biex l-isforzi jiġu allinjati mill-ġdid mal-oġġettivi strateġiċi;

xi. Jirrappreżenta lid-Direttorat f'firxa ta' fora, inklużi konferenzi internazzjonali, workshops, u sessjonijiet ta' taħriġ u jiżgura li d-Direttorat ikollu preżenza globali billi jrawwem kollaborazzjonijiet internazzjonali u jsegwi l-aqwa prattiki globali;

xii. Iżomm komunikazzjoni robusta bejn manigment superjuri u partijiet ikkonċernati biex jiżgura approċċ kordinat biex jilhaq il-prijoritajiet tad-Direttorat;

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

xiv. Kwalunkwe dmir ieħor hekk kif ordnat 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' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

vi. Under the guidance of the Director, lead the development of complex future scenarios and detailed personas that anticipate demographic shifts, technological advancements, and global economic changes and apply for funds in relation to strategic foresight and the Directorate's remit;

vii. Facilitate cross-departmental collaboration by aligning Directorate initiatives with broader Ministry goals;

viii. Conduct thorough research using cutting-edge methodologies and tools and synthesize vast amounts of data into strategic insights that inform the Directorate's policy decisions and long-term strategies;

ix. Design and deliver impactful presentations that effectively communicate complex data and strategic plans;

x. Proactively monitor the Directorate's adherence to its strategic plans and identify any deviations from targets and swiftly inform Director to collaborate in developing and implementing corrective measures to realign efforts with strategic objectives;

xi. Represent the Directorate at a range of forums, including international conferences, workshops, and training sessions and enhance the Directorate's global presence by fostering international collaborations and learning from global best practices;

xii. Maintain robust communication channels with senior management and relevant stakeholders to ensure a coordinated approach to meeting the Directorate's priorities;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq tehtieg il-hruġ ta' liċenzja tax-xogħol f'dawk il-kazijiet fejn hija mehtieġa skont l-Att dwar l-Immigrazzjoni u leġislatzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Education jew Statistics jew Mathematics jew Programming jew Computer Studies jew ICT jew Research jew Sociology jew Economics jew Finance jew European Studies jew Management Studies jew Business Administration jew Social Sciences jew Political Sciences, jew f'oqsma rilevanti kif determinat mill-manigment.

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

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

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Education or Statistics or Mathematics or Programming or Computer Studies or ICT or Research or Sociology or Economics or Finance or European Studies or Management Studies or Business Administration or Social Sciences or Political Sciences, or in relevant area determined by the management.

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

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

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

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

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

Submission of Supporting Documentation

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

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 pruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġġ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

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

kwalifiki f'livell oġġla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

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 Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

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

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

It-2 ta' Mejju, 2025

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI

**Post ta' Manager II fil-Ministeru għall-Edukazzjoni,
l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni**

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

Il-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, il-MEYR jimxi mal-Ligi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahrig Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Manager II fi hdan id-Direttorat tal-Planning and Strategic Foresight fil-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2025 huwa ta' €30,506.98 fis-sena, li jizid b' €531.17 fis-sena sa massimu ta' €33,694.00.

publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Post of Manager II in the Ministry for Education, Sport,
Youth, Research and Innovation**

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation invites applications for the post of Manager II within the Directorate for Planning and Strategic Foresight in the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

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

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

2.3 The salary for the post of Manager II is Salary Scale 7, which in the year 2025 is €30,506.98 per annum, rising by annual increments of €531.17 up to a maximum of €33,694.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) wara tliet (3) snin servizz bhala Manager II fi Skala ta' Salarju 7, jekk tkun qdied dmirha b'mod sodisfaċenti.

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

2.5 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċċerlat rikonoxxuta f'livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) wara sitt (6) snin servizz bhala Manager II fi Skala ta' Salarju 7, jekk tkun qdied dmirha b'mod sodisfaċenti.

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

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

2.7 Mhux se jkun possibbli li jintalab trasferiment 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 ieħor, skont il-postijiet vakanti stabbiliti.

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

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

2.4 A Manager II in Salary Scale 7 who are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857.00 in 2025) on completion of three (3) years service as Manager II in salary scale 7, subject to satisfactory performance.

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

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857.00 in 2025) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

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

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

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

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

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

2.10 Fir-rigward tar-rekwiziti li joħorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Gestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, mahruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-sehħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjegji preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta’ interest ikunu mmaniġġjati b’mod xieraq.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta’ Manager II fi hdan id-Direttorat tal-Planning u Strategic Foresight huma:

i. Jissorvelja l-ippjanar, l-iżvilupp, u l-ottimizzazzjoni kontinwa ta’ bażi ta’ data komprensiva li tappoġġa l-istrategija nazzjonali tal-edukazzjoni u inizjattivi strateġiċi ewlenin oħra fi hdan id-Direttorat biex jiffaċilita l-aċċess u l-analitika tad-data f’hin reali;

ii. Imexxi l-proċess tal-ippjanar strateġiku billi jfassal pjanijiet ta’ azzjoni dettaljati, u inizjattivi innovattivi u jkun jista’ jaderixxi mal-proċeduri tal-akkwist u kwalunkwe regolament ieħor;

iii. Ifassal u jimplimenta avvenimenti kollaborattivi b’impatt għoli b’firxa varjata ta’ partijiet ikkonċernati, inklużi edukaturi, akkademiċi, mexxejja tal-industrija u korpi governattivi u jissorvelja d-dokumentazzjoni u l-analizi rigoruża tas-sejbiet tar-riċerka minn dawn l-avvenimenti u riċerka oħra, u jiżgura l-implimentazzjoni strateġika tal-azzjonijiet rakkomandati,

iv. Janalizza d-data bl-użu ta’ għodod analitiċi avvanzati bħal SPSS, PowerBI, u Excel għall-iżvilupp u ttwettiq ta’ riċerka u analizi;

v. Jannalizza u jimmaniġġja għbir komprensiv ta’ data minn sorsi varjati, kemm f’analizi kwantitattivi kif ukoll kwalitattivi biex jikseb għarfien azzjonabbli u jiżviluppa rapporti u preżentazzjonijiet dettaljati hafna li jenfasizzaw il-

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

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

Duties

3. The job duties for the post of Manager II within the Directorate for Planning and Strategic Foresight include:

i. Oversee the planning, development and ongoing optimization of a comprehensive database that supports the national education strategy and other key strategic initiatives within the Directorate to facilitate real-time data access and analytics;

ii. Lead the strategic planning process by devising detailed action plans, and innovative initiatives and be able to adhere to procurement and any other regulations;

iii. Design and execute high-impact collaborative events with a diverse array of stakeholders, including educators, academia, industry leaders and governmental bodies and oversee the documentation and rigorous analysis of research findings from these events and other research, and ensure the strategic implementation of recommended actions;

iv. Analyse data using advanced analytical tools such as SPSS, PowerBI, and Excel to develop and conduct research and analysis;

v. Initiate and manage comprehensive data collection from varied sources, applying specialized research techniques in both quantitative and qualitative analysis to derive actionable insights and develop and present intricately detailed reports

prospettiva strateġika u jixprunaw ir-rakkomandazzjonijiet tal-politika;

vi. Taht il-gwida tad-Direttur, jiżviluppa xenarji futuri kumplessi u personagġi dettaljati li jantiċipaw ċaqliq demografiku, avvanzji teknoloġiċi, u bidliet ekonomiċi globali;

vii. Jiffaċilita l-kollaborazzjoni bejn id-dipartimenti billi jallinja l-inizjattivi tad-Direttorat ma' għanijiet usa' tal-Ministeru u jiġu żviluppatti mekkaniżmi għal komunikazzjoni interdipartimentali;

viii. Iwettaq riċerka bir-reqqa bl-użu ta' metodoloġiji u għodod mill-aktar avvanzati u jissintetizza ammonti vasti ta' data f'għarfien strateġiku li jinforma d-deċiżjonijiet ta' politika u l-istrateġiji fit-tul tad-Direttorat;

ix. Ifassal preżentazzjonijiet li jhallu impatt li jikkomunikaw b'mod effettiv data kumplessa u pjanijiet strateġiċi;

x. Jimmonitorja b'mod proattiv l-aderenza tad-Direttorat mal-pjanijiet strateġiċi tiegħu u jidentifika kwalunkwe devjazzjoni mill-miri u jinforma lid-Direttur biex jikkollabora fl-iżvilupp u l-implimentazzjoni ta' miżuri korrettivi biex l-isforzi jiġu allinjati mill-ġdid mal-oġġettivi strateġiċi;

xi. Jirrappreżenta lid-Direttorat f'firxa ta' fora, inklużi konferenzi internazzjonali, workshops, u sessjonijiet ta' taħriġ;

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

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ordnat mid-Direttur responsabbli jew kif jista' jkun meħtieġ fi hdan id-Direttorat tal-'Planning u Strategic Foresight';

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

Rekwiżiti 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

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 hieles tal-haddiema; jew

and presentations that highlight strategic foresight and drive policy recommendations;

vi. Under the guidance of the Director, lead the development of complex future scenarios and detailed personas that anticipate demographic shifts, technological advancements, and global economic changes;

vii. Facilitate cross-departmental collaboration by aligning Directorate initiatives with broader Ministry goals and develop mechanisms for seamless inter-departmental communication to enhance strategic coherence and efficiency;

viii. Conduct thorough research using cutting-edge methodologies and tools and synthesize vast amounts of data into strategic insights that inform the Directorate's policy decisions and long-term strategies;

ix. Design and deliver impactful presentations that effectively communicate complex data and strategic plans;

x. Proactively monitor the Directorate's adherence to its strategic plans and identify any deviations from targets and swiftly inform Director to collaborate in developing and implementing corrective measures to realign efforts with strategic objectives;

xi. Represent the Directorate at a range of forums, including international conferences, workshops, and training sessions;

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

xiii. Undertakes any other tasks, which the Director or superior may delegate to him/her, as may be required within the Directorate for Planning and Strategic Foresight;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Education jew Education Teaching and Learning jew Statistics jew Mathematics jew Programming jew Computer Studies jew ICT jew Research jew Sociology jew Economics jew Finance jew European Studies jew Management Studies jew Management and Digital Marketing jew Business Administration jew Social Sciences jew Political Sciences, jew f'oqsma rilevanti kif determinat mill-manġment.

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

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

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

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

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

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

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

AND

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Education or Education Teaching and Learning or Statistics or Mathematics or Programming or Computer Studies or ICT or Research or Sociology or Economics or Finance or European Studies or Management Studies or Management and Digital Marketing or Business Administration or Social Sciences or Political Sciences, or in relevant areas as determined by management.

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

JEW

iv. ikollhom degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Education jew Education Teaching and Learning jew Statistics jew Mathematics jew Programming jew Computer Studies jew ICT jew Research jew Sociology jew Economics jew Finance jew European Studies jew Management Studies jew Management and Digital Marketing jew Business Administration jew Social Sciences jew Political Sciences, jew f'oqsma rilevanti kif determinat mill-manigment u tmien (8) snin esperjenza manigerjali sodisfaċenti.

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

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

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

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

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

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Education or Education Teaching and Learning or Statistics or Mathematics or Programming or Computer Studies or ICT or Research or Sociology or Economics or Finance or European Studies or Management Studies or Management and Digital Marketing or Business Administration or Social Sciences or Political Sciences, or relevant areas as determined by management and eight (8) years satisfactory managerial experience.

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

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni mahtura jridu jiġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġġ, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieġ). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

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

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

It-2 ta' Mejju, 2025

MINISTERU GHAT-TRASPORT,
L-INFRASTRUTTURA U X-XOGĦLIJET PUBBLIĊI

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

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

1. Id-Direttur Ġenerali (Strateġija u Sapport), Ministeru ghat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Ministeru ghat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

Termini u Kundizzjonijiet

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025

MINISTRY FOR TRANSPORT, INFRASTRUCTURE
AND PUBLIC WORKS

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

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Strategy and Support), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Assistant Manager in the Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

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

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

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

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

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

2.6 Il-persuni mahtura jkunu intitolati wkoll għall-hlas ta' allowance tal-klassi ta' €500, sugġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-sehħ minn żmien għal żmien.

2.7 Mhux se jkun possibbli li jintalab trasferiment 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 ieħor, skont il-postijiet vakanti stabbiliti.

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

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

2.10 Fir-rigward tar-ekwiziti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Gestjoni ta' Kunflitti ta' Interest fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-sehħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjegji preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interest potenzjali. F'dan ir-rigward, il-

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

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

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2025 is equivalent to €24,038.98 per annum, rising by annual increments of €375.17 up to a maximum of €26,290, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

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

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

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

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

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

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

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

Il-kandidat/i magħżul/a għandhom jirrapportaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw hatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

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

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

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

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

iv. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew esekuzzjoni ta' kompiti oħra meħtieġa, taħt is-superviżjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;

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

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

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

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

ix. Jesegwixxi ċċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli u jassigura

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

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

Duties

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

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

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

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

iv. Collects and analyses statistical data and information used to complete reports and/or tasks, under supervision, as required, including data requested for parliamentary questions, amongst others;

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

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

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

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

ix. Carries out checks and verifications according to instructions received and applicable regulations and

li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-ħin;

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

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

xii. Kwalunkwe dmirijiet oħra hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-gheluq 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-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 leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

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

JEW

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

JEW

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

JEW

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

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

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkun kkonfermati fil-ħatra attwali tagħhom, sakemm il-

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

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

ii. able to communicate in Maltese and English;

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

OR

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

OR

(c) (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: Maltese or English or Mathematics or IT or Accounts or Business Studies or Commerce) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one (1) of the following subjects: Maltese or English or Mathematics or IT or Accounts or Business Studies or Commerce).

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is

hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrISPETTIVAMENT jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal hatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika f'żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

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

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieġ). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Public Works, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xoghlijiet Pubbliċi, Blokk H (Ent. B) Triq Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

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

It-2 ta' Mejju, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

**Post ta' Assistant Manager (Accounting and Finance)
fl-Uffiċċju tal-Prim Ministru**

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

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

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidhol fil-grad bir-ekwiżiti tal-eliġibbiltà ta'

lateral applications;
reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

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

2nd May, 2025

OFFICE OF THE PRIME MINISTER

**Post of Assistant Manager (Accounting and Finance) in
the Office of the Prime Minister**

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

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

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

2.3 The salary for the post of Assistant Manager (Accounting and Finance) for those applicants entering into

paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2025 huwa ta' €22,526.00 fis-sena, li jizdied bi €354.00 fis-sena sa massimu ta' €24,650.00.

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

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

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

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

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

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

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

the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2025 is equivalent to €22,526.00 per annum, rising by annual increments of €354.00 up to a maximum of €24,650.00.

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

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

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

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

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

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

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

reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

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

Dmirijiet

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

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

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

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

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

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

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

vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-identifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;

viii. Iżomm ruħu aġġornat ma' standards ta' accounting, leġiżlazzjoni finanzjarja u politiki tal-Gvern;

ix. Iżomm ruħu aġġornat ma' sistemi bażiċi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif jintalab jagħmel;

x. Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li l-azzjoni meħtieġa titwettaq;

candidate be recruited, such conflicts of interest would be appropriately managed.

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

Duties

3. The job duties for the post of Assistant Manager (Accounting and Finance) include:

i. Carries out duties related to cash and cheque transactions, including the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;

ii. Ensures that approvals are available before processing transactions, the amounts paid are correct and that the procedure is followed;

iii. Deals with basic book-keeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;

iv. Assists in the compilation of publications and reports;

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

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

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

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

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

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

xi. Jassisti f'ħidmiet ta' kuljum, li jinkludu l-immaniġġjar u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

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

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

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' impjieġ 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' impjieġ minħabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' 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; jew

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

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

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

Il-hatra ta' kandidati msemija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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.

U

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Inġliża.

U

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

JEW

b. fil-pussess ta' Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew Diploma professjonali rikonoxxuta komparabbli fil-Livell 5 tal-MQF f'Accountancy, jew f'oqsma rilevanti kif determinat mill-manġment.

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

JEW

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

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li wiehed minnhom jinkludi pass fl-Accountancy).

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti

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

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

AND

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

AND

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

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional Diploma at MQF Level 5 in Accountancy, or in relevant areas as determined by management.

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

OR

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

OR

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

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but

jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrISPETTIVAMENT jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal hatra preċedenti mhux ikkonfermata mhijiex possibbli.

Kandidati magħżula li huma fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF kwalifika jew żewġ (2) suġġetti fil-Livell Avvanzat flimkien ma' tliet (3) suġġetti fil-Livell Intermedju tal-Matrikola, fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbli, kif indikat fil-4.1 (iii) (a) u (c) jidhlu bħala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispożizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

4.3 Kandidati li għandhom ma kisbux formalment jew għandhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 iii (a) sa 4.1 iii (c) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4 qualification or two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation level, or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification as indicated in 4.1 (iii) (a) and (c), shall enter as Assistant Manager (Salary Scale 12). Upon possession of a relevant Diploma at MQF Level 5 as indicated in paragraph 4.1 (iii) (b) in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

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

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieġ). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (F'in Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Itra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

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

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

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berga ta' 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 tas-Sezzjoni huma (<http://www.opm.gov.mt>) u (human-resources.opm@gov.mt).

It-2 ta' Mejju, 2025

UFFIĊĊJU TAL-PRIM MINISTRU

Post ta' Manager I fid-Document Management Unit fi ħdan l-Uffiċċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' Manager I fid-Document Management Unit fid-Divizjoni tal-Kordinazzjoni u l-Implimentazzjoni fi ħdan l-Uffiċċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

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

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

lateral applications;
reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;
comparative level of Public Sector employees;
renouncement of pending applications;
publication of the result;
medical examination;
the process for the submission of petitions concerning the result;

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

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are (<http://www.opm.gov.mt>) and (human-resources.opm@gov.mt).

2nd May, 2025

OFFICE OF THE PRIME MINISTER

Post of Manager I in the Document Management Unit within the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister, invites applications for the post of Manager I in the Document Management Unit in the Coordination and Implementation Division within the Office of the Prime Minister.

Terms and Conditions

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

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

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

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

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-manigment għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 fl-2025) wara sentejn (2) servizz sodisfaċenti bhala Manager I (Skala ta' Salarju 9).

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

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

2.7 Il-persuni maħtura jkunu intitolati wkoll għal hlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u hlas ta' allowance tal-klassi annwali ta' €750, suġġett għall-politiki tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

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

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

2.5 A Manager I (Salary Scale 10) who obtains a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management shall be placed in Salary Scale 9 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) after two (2) years satisfactory service as Manager I (Salary Scale 9).

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

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, subject to Central Administration's policies in force from time to time.

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

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

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

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta’ Manager I huma:

i. Jissorvelja fl-operat ta’ kuljum, biex tiġi żgurata l-effiċjenza u l-konformità fi hdan it-Taqsima, taħt ir-responsabbiltà tal-Manager tal-Implimentazzjoni u l-Kap tat-Taqsima tal-Ġestjoni tad-Dokumenti (DMU). Il-kompiti prinċipali se jkunu l-ippjanar, tfassil, żvilupp, u tmexxija tal-implimentazzjoni tal-Corporate Electronic Document Management System (CeDMS);

ii. Jagħti sostenn fil-monitoraġġ ta’ funzjonijiet delegati lilu/lilha tal-politiki, programmi u prattiki biex tiġi żgurata l-konformità mal-politiki ċentrali fis-Servizz Pubbliku kollu;

iii. Jassisti fl-implimentazzjoni u l-immaniġġjar tas-Sistema CeDMS ġewwa s-siti magħżula;

iv. Jassisti fl-iżvilupp tal-pjanijiet marbuta mal-iskeda tax-xogħlijiet, issettjar tax-xogħol li jkun irid isir kif ukoll data sa meta jrid ikun lest;

v. Jagħti s-sostenn meħtieġ għal xi mistoqsijiet jew problemi lil dawk il-haddiema li jkunu qed jimplementaw is-sistema tas-CeDMS, bhala parti mill-ġestjoni tal-Call Centre tat-Taqsima tal-Ġestjoni tad-Dokumenti;

vi. Jara li kull xogħol isir fil-ħin u b’mod effiċjenti;

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

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

Duties

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

i. Oversees the day-to-day operation, ensuring efficiency and compliance within the Unit, under the responsibility of the Implementation Manager and the Head, Document Management Unit (DMU). The main tasks will be to plan, formulate, develop, and drive the implementation of the Corporate Electronic Document Management System (CeDMS);

ii. Supports the monitoring of the delegated functions of policies, programmes and practices to ensure compliance with central policies across the Public Service;

iii. Assists in the overall management and implementation of the CeDMS and work plan schedule within the designated sites;

iv. Develops and assists in the definition of work plans, including the setting of tasks and their execution as well as ensuring that deadlines are met;

v. Provides support for any questions or issues raised by personnel at the implementation sites as part of the Document Management Unit (DMU) Call Centre function;

vi. Ensures the tasks assigned are accomplished in a timely and efficient manner;

vii. Jattendi laqgħat u jagħmel aġġornamenti mal-partijiet konċernati, ifassal rapporti u minuti tal-laqgħat, u jsewgi azzjonijiet tas-segwitu li jkunu harġu mil-laqgħat;

viii. Jassisti fil-ġbir tal-informazzjoni u jipprovdi rakkomandazzjonijiet;

ix. Jikkollabora mill-qrib mal-persuni ewlenin involuti fl-implimentazzjoni tas-CeDMS, bħall-Kap tar-Registru fi hdan il-Ministeru, Uffiċjali Kapijiet tal-Infurmazzjoni u persunal rilevanti ieħor;

x. Jattendi għat-taħriġ meħtieġ kif ikun mitlub jew skont il-ħtieġa sabiex jiġi implimentat il-pjan ta' ħidma u sistema tas-CeDMS. Kif ukoll jagħti t-taħriġ meħtieġ;

xi. Jifhem ir-rekwiżiti tan-negozju tal-utenti u jimplimentahom kif meħtieġ fis-CeDMS, jew permezz tal-ħolqien ta' 'workflows', formoli, jew b'kull mezz ieħor meħtieġ;

xii. Jidentifika u jsołvi kwistjonijiet tekniċi relatati mas-CeDMS, billi tinzamm komunikazzjoni mal-partijiet interessati rilevanti jekk ikun meħtieġ, u jagġorna d-dokumentazzjoni neċessarja;

xiii. Isegwi u jimplimenta Proċeduri ta' Operat Standard (SOPs), direttivi, aġġornamenti fuq is-CeDMS, kif ukoll jiġġenera u janalizza rapporti dwar l-użu tas-sistema, il-fluss tad-dokumenti, u deċiżjonijiet oħra. Joħloq u jżomm rapporti dettaljati dwar il-konfigurazzjonijiet tas-sistema, il-proċessi, u l-proċeduri;

xiv. Iwettaq dmirijiet oħra kif ordnat mill-Kap tat-Taqsima tal-Ġestjoni tad-Dokumenti u/jew ir-rappreżentanti tiegħu;

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

Rekwiżiti 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-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 leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

vii. Attends meetings and briefings with stakeholders, draws up meeting reports and minutes, and pursues any follow-up actions derived from the meetings as requested;

viii. Assists in the collection of data and research to provide appropriate recommendations;

ix. Works closely with key personnel involved in the implementation of the CeDMS, such as the Head of Registry within the Ministry, Chief Information Officers, and other relevant personnel;

x. Undertakes all necessary training as requested/required for the successful implementation of the assigned tasks and CeDMS system. Conducts training for users as necessary;

xi. Understands the business requirements of the users and implements them as necessary in the CeDMS either by the creation of workflows, forms, or any means necessary;

xii. Diagnoses and resolves technical issues related to the CeDMS, liaises with the relevant stakeholders if necessary and updates the necessary documentation;

xiii. Follows and implements Standard Operating Procedures (SOPs), directives, updates on the CeDMS, as well as generates and analyses reports on the system usage, document workflows, and other decisions. Creates and maintains detailed reports on system configurations, processes, and procedures;

xiv. Performs other duties as directed by the Head – Document Management and/or his representatives;

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' 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 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; jew

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

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

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

U

iii. ikollhom degree ta' Baċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management jew Public Policy jew Public Administration jew Public Management jew Business u Information Technology jew Computing jew Strategy, Leadership u Change Management jew Industrial Relations u Workplace Learning jew Lean Enterprise jew Business Enterprise jew f'oqsma rilevanti kif determinat mill-manigment.

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

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

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

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

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

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

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

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Project Management or Management or Public Policy or Public Administration or Public Management or Business and Information Technology or Computing or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Lean Enterprise or Business Enterprise or in relevant areas as determined by management.

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

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

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

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

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

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-komputer tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

kwalifiki f'livell oġhla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<http://www.opm.gov.mt>) u (human-resources.opm@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU GHAS-SAHHA U L-ANZJANITÀ
ATTIVA

**Post ta' Manager I (Rizorsi Umani) fil-Ministeru
ghas-Sahha u l-Anzjanità Attiva**

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

1. Id-Direttur Ġenerali (People Management), Ministeru ghas-Sahha u l-Anzjanità Attiva tilqa' applikazzjonijiet għall-post ta' Manager I (Rizorsi Umani) fil-Ministeru ghas-Sahha u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

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

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

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

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat minn Management għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) wara sentejn (2) snin servizz sodisfaċenti bhala Manager I (Skala ta' Salarju 9).

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija

The website address and email address of the receiving Directorate are (<http://www.opm.gov.mt>) and (human-resources.opm@gov.mt).

2nd May, 2025

MINISTRY FOR HEALTH AND
ACTIVE AGEING

**Post of Manager I (Human Resources) in the Ministry
for Health and Active Ageing.**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the post of Manager I (Human Resources) in the Ministry for Health and Active Ageing.

Terms and Conditions

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

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

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

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

2.5 A Manager I (Salary Scale 10) who obtains a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management shall be placed in Salary Scale 9 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) after two (2) years satisfactory service as Manager I (Salary Scale 9).

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

qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

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

2.7 Il-persuni maħtura jkunu intitolati wkoll għal hlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u hlas ta' allowance tal-klassi annwali ta' €750, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

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

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

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunkwe kunflitt ta' interest magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1

2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, subject to Central Administration's policies in force from time to time.

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

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

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

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

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

tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

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

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

ii. Jassisti lis-superjur fit-tweqqif ta' dmirijiet relatati mar-reklutaġġ, il-promozzjonijiet u l-progressjonijiet tal-impjegati kif u meta meħtieġ;

iii. Jassisti fil-ħolqien tal-listi ta' kontroll u l-Proċeduri Operattivi Standard biex titejjeb l-aderenza mal-proċessi, il-proċeduri u r-regolamenti biex jitnaqqsu r-riskji ta' nuqqas ta' konformità;

iv. Jikkordina u jwettaq kontrolli ta' konformità kostanti u regolari biex jiżgura li l-politiki stabbiliti jkunu qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

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

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

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

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

ix. Jappoġġja u jikkompila l-hidma meħtieġa dwar id-data/finanzjarja meta jkun meħtieġ għal negozjati mat-trade unions;

x. Jassisti fit-thejjija u l-qsim tad-data, u jikkordina mal-IPS għall-induzzjoni ta' impjegati ġodda jew impjegati

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

Duties

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

i. Supports the superior with the monitoring of delegated functions of all human resources policies, programmes, and practices to ensure compliance with central policies across the ministry;

ii. Assists the superior in performing duties related to the recruitment, promotions and progressions of employees as and when required.

iii. Assists in creating the checklists and Standard Operating Procedures to improve adherence to processes, procedures and regulations to reduce risks of lack of compliance.

iv. Coordinates and carries out constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;

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

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

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

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

ix. Supports and prepares all the required data/financial workings in case of negotiations;

x. Assists in the preparation and sharing of data, and coordinates with IPS for the induction of new or other

oħra li jeħtieġu żvilupp wara riżultati tal-evalwazzjoni tal-prestazzjoni kif ukoll jikkordina l-orjentazzjoni interministerjali kif meħtieġ;

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

xii. Iwettaq dmirijiet oħra kif ordnat mid-Direttur/DG responsabbli għall-People Management u s-Segretarju Permanenti;

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

L-oġġettivi tal-pożizzjoni huma li jappoġġjaw il-funzjonijiet kollha tal-immaniġġjar tar-riżorsi umani, inkluż l-ippjanar tar-riżorsi umani, konformita' tal-proċessi delegati u mmaniġġjar ta' ġestjoni tar-rekords/data/statistika aġġornati tal-impjegati li fuqhom jittiehdu d-deċiżjonijiet strateġiċi tar-riżorsi umani. Dan ir-rwol huwa kumplimentari għal dak ta' People Management.

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' 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 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; jew

employees who require development following results of performance appraisals as well as coordinates the inter-ministry orientation as necessary;

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

xii. Performs other duties as directed by the Director/DG responsible for People Management and the Permanent Secretary;

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

The objectives of the position are to support all human resources management functions including H.R. planning, compliance of delegated processes and the management of updated employee records/data/statistics upon which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-htieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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-lingwa tal-Ingliż;

U

iii. ikollhom degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Work and Human Resources Management jew Training and Development jew Public Administration jew Public Management jew Corporate Governance and Leadership jew Leadership and Organisational Behaviour jew Strategy, Leadership and Change Management jew Industrial Relations and Workplace Learning jew Business Administration jew Management and Leadership jew f'oqsma rilevanti kif determinat mill-manigment.

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

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

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

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

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

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

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

ii. able to communicate in the English languages;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or Management and Leadership or in relevant areas as determined by the management.

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

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

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

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

minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-għeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonossiment tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-holqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Aplikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom

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

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

Submission of Supporting Documentation

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely

jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Flin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzi ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elektroniku u l-indirizz elektroniku tad-Divizjoni huma (<http://health.gov.mt>) u (recruitment.health@gov.mt).

It-2 ta' Mejju, 2025

up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Division are (<http://health.gov.mt>) and (recruitment.health@gov.mt)

2nd May, 2025

MINISTERU GHAS-SAHHA U L-ANZJANITÀ
ATTIVA

MINISTRY FOR HEALTH AND
ACTIVE AGEING

**Post ta' Technician (Robotics) fil-Ministeru ghas-Sahha
u l-Anzjanità Attiva**

**Post of Technician (Robotics) in the Ministry for Health
and Active Ageing**

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

Nomenclatures denoting the male gender include also the female gender.

1. Id-Direttur Ġenerali (People Management), Ministeru ghas-Sahha u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-post ta' Technician (Robotics) fil-Ministeru ghas-Sahha u l-Anzjanità Attiva

1. The Director General (People Management), Ministry for Health and Active Ageing, invites applications for the post of Technician (Robotics) in the Ministry for Health and Active Ageing.

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' Technician (Robotics) huwa ta' Skala ta' Salarju 14, li fis-sena 2025 huwa ta' €19,591.02 fis-sena, li jiżdied bi €316.83 fis-sena sa massimu ta' €21,492.

2.2 The salary for the post of Technician (Robotics) is Salary Scale 14, which in the year 2025 is equivalent to, €19,591.02 per annum, rising by annual increments of €316.83 up to a maximum of €21,492.

2.3 Persuna fil-grad ta' Technician titla' fi Skala ta' Salarju 13 (€21,042 x €335.50 - €23,055 fis-sena 2025) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.3 A Technician in Salary Scale 14 will progress to Scale 13 (€21,042 x €335.50 - €23,055 in the year 2025) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 Technician fil-pussess ta' MQF Level 4 (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) rilevanti fir-Robotics għandu jitqiegħed fi Skala ta' Salarju 13 (€21,042 x €335.50 - €23,055 fissa 2025) mal-prezentazzjoni taċ-ċertifikat ta' kwalifika u jkompli j avvanza kif stipulat fil-paragrafu 2.5.

2.4 A Technician in possession of a relevant MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Robotics shall be placed in Salary Scale 13 (€21,042 x €335.50 - €23,055 in the year 2025) upon presentation of the qualification certificate and will continue to progress as stipulated in paragraph 2.5.

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

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

2.5 Technician fi Skala 13 jimxi għall-grad ta' Higher Technician fi Skala ta' Salarju 12 (€22,526 x €354 - €24,650 fis-sena 2025) wara ħames (5) snin ta' servizz sodisfaċenti.

2.5 A technician in Scale 13 will progress to the grade of Higher Technician in Salary Scale 12 (€22,526 x €354 - €24,650 in the year 2025) after five (5) years of satisfactory service.

2.6 It-Tekniċi maħtura jkunu intitolati wkoll għall-ħlas ta' Class Allowance annwali ta' €600, u Technical Allowance annwali ta' €1,500, suġġett għall-policies tal-Amministrazzjoni Ċentrali fis-seħħ minn żmien għal żmien.

2.6 Appointed Technicians will also be entitled to the payment of an annual Class Allowance of €600, and annual Technical Allowance of €1,500, subject to Central Administration's policies in force from time to time.

2.7 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux

2.7 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not

aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-ħatra.

2.8 Fir-rigward tar-rekwiżiti li joħroġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, mahruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-sehħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi rekrutat, tali kunflitti ta’ interest ikunu mmanijġġjati b’mod xieraq.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta’ Technician (Robotics) huma:

- i. Iwettaq dmirijiet tekniċi kif mgħotija lilu skont l-qasam tekniku speċjalizzat għalih;
- ii. Ikun konxji dwar kwistjonijiet ta’ saħħa u sigurtà;
- iii. Ikun lest jaħdem f’ tim u jhaddan Prattiki favur l-ambjent filwaqt li jkun dejjem liebes xieraq għall-ambjent tax-xogħol;
- iv. Jinfurma lis-superjuri tiegħu dwar speċifikazzjonijiet fir-rigward ta’ bżonn ta’ xiri ta’ tagħmir ġdid jew spare parts;
- v. Jikkollabora mas-superjuri tiegħu waqt l-ikkompilar ta’ listi ta’ tagħmir jew materjal ieħor li jintuza fuq il-post tax-xogħol li jkun hemm bżonn jinxtara kif ukoll biex jara li x-xogħol isir b’ mod effettiv;
- vi. Ikunu responsabbli għall-materjal u għodda li jkunu qed jiġu wżati fil-qasam tax-xogħol u responsabilità tagħhom;
- vii. Ikunu kapaċi jinterpreta manwali tal-utent, blueprints u pjanijiet, kif applikabbli, kif ukoll ikun responsabbli biex jikteb rapporti relatati max-xogħol tiegħu;

earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

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

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

Duties

3. The job duties for the post of Technician (Robotics) include:

- i. Carry out technical duties as assigned according to the technical area they specialise in;
- ii. Knowledgeable in health and safety issues;
- iii. Must be ready to work within a team and be environmentally friendly and dressed suitably for a work environment;
- iv. Inform superiors about specifications in view of the requirement of purchasing of new equipment or spare parts;
- v. Liaising with superiors to compile lists of equipment and consumables which may be required for the purchasing and effective execution of work;
- vi. Be responsible for material and tools used within their area of responsibility;
- vii. Be able to interpret manuals, blueprints and/or prints, as applicable, and also be responsible for drafting of reports related to their area of work;

viii. Jattendi laqgħat, taħriġ, seminars u sessjonijiet ta' taħriġ għall-iżvilupp tal-impjegati, skont il-htieġa;

ix. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, skont il-htieġa;

x. Kwalunkwe dmir ieħor hekk kif ordnat 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-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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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; jew

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

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

viii. Attending for meetings, training, seminars, and staff development sessions as may be deemed necessary;

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

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

Il-hatra ta' kandidati msemija f'(b), (c), (d) u (e) hawn fuq tehtieg il-hruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija mehtieġa skont l-Att dwar l-Immigrazzjoni u leġizlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-htieġa dwar din il-materja.

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

U;

iii. (a) fil-pussess ta' kwalifika akkademika rikonoxxuta fil-Livell 3 tal-MQF (suġġett għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) jew oġhla biex jipprattika fir-Robotics;

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

JEW;

(b) bi hmistax-il (15) sena ta' esperjenza ppruvata fir-Robotics.

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Kandidati li bhalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oġhla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti mehtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF mehtieġ, sal-hin u d-data tal-għeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom

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

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

AND;

iii. (a) in possession of an academic qualification at MQF Level 3 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) or higher to practice in Robotics.

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

OR;

(b) with fifteen (15) years of proven experience in Robotics.

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

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

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

jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-*holqa* aktar 'l isfel).

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 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 daħlet fis-seħh il-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 Uffiċjali pubbliċi li bhalissa għandhom hatra bhala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bhala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew oghla minn, dak li hu meħtieġ minn din is-sejha għall-applikazzjonijiet.

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

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

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

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

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Itra elettronika ġġenerata mill-komputer tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

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

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20

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

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20

Provisions_MT.pdf) jew jinkisbu mid-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, il-Belt Valletta, VLT 1171. Dawn id-diżpożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Divizjoni huma (<http://health.gov.mt>) u (recruitment.health@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ
ATTIVA

Pożizzjoni ta' General Professional Trainee (Dentistija) fid-Dipartiment tad-Dentistija fl-Isptar Mater Dei fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Id-Direttur Ġenerali (People Management), Ministeru għas-Saħħa u l-Anzjanità Attiva, tilqa' applikazzjonijiet għall-pożizzjoni ta' General Professional Trainee (Dentistija) fid-Dipartiment tad-Dentistija fl-Isptar Mater Dei fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjament ta' sentejn (2) bħala General Professional Trainee (Dentistija) fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

2.2 Il-pożizzjoni ta' General Professional Trainee (Dentistija) hija suġġetta għal perjodu ta' prova ta' sena (1).

2.3 Qed jiġi nnutat li bis-saħħa tar-Regolament 3 (2) (c) il-Liġi Sussidjarja 452.81 intitolata 'Regolament dwar Kuntratti ta' Servizz għal Żmien Fiss' mhix applikabbli fil-każ ta' dan il-proċess tal-għażla.

2.4 Persuna maħtura tkun obbligata taħdem sitt (6) ijiem fil-gimgha. Dan ikun jinkludi l-Ħdud u Festi Pubblici fuq bażi ta' roster. Jiġi remunerat skont il-provvediment tal-PSMC kull xogħol magħmul fil-Ħdud u l-festi.

2.5 Persuna maħtura tista' tithalla teżerċita l-professjoni privatament, kif applikabbli, kemm-il darba:

(a) dan isir strettament barra mill-ħinijiet uffiċjali tax-xogħol tagħha; u

Provisions_ENG.pdf) or may be obtained from the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Division are (<http://health.gov.mt>) and (recruitment.health@gov.mt).

2nd May, 2025

MINISTRY FOR HEALTH AND
ACTIVE AGEING

Position of General Professional Trainee (Dentistry) in the Department of Dentistry at Mater Dei Hospital in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health and Active Ageing invites applications for the position of General Professional Trainee (Dentistry) in the Department of Dentistry at Mater Dei Hospital, Ministry for Health and Active Ageing.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a two (2) year assignment as a General Professional Trainee (Dentistry) in the Ministry for Health and Active Ageing.

2.2 The position of General Professional Trainee (Dentistry) is subject to a probationary period of one (1) year.

2.3 It is hereby being noted that the subsidiary legislation 452.81 entitled 'Contract of Service of a Fixed-term Regulation' is not applicable in the case of this selection process by virtue of Regulation 3 (2) thereof.

2.4 Selected candidates will be obliged to work six (6) days a week. This will include Sundays and Public Holidays on a rota basis. Any work carried out on a Sunday or Public Holiday shall be remunerated in line with PSMC provisions.

2.5 An appointee may be allowed to undertake private practice, as applicable, provided that:

(a) it is carried out strictly outside the officer's official hours of work; and

(b) dan ma jfixkix jew ma jmurx kontra d-dmirijiet uffiċjali kkonċernati jew l-esiġenzi tas-servizz.

2.6 Persuna mahtura tkun intitolata għal benefiċċji oħra u suġġetta għal tali kundizzjonijiet u obbligi oħra li jkunu stipulati fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-union kompetenti.

Salarju Marbut mal-Pożizzjoni

3. Is-salarju marbut mal-pożizzjoni ta' General Professional Trainee (Dentistria) huwa ekwivalenti għall-ħames tarġa (5) tal-iskala ta' Salarju 9 (li fis-sena 2025 huwa ta' €28,934.34 fis-sena). Mat-tlestija ta' sena (1) servizz bhala General Professional Trainee (Dentistria), uffiċjal jipprograssa għall-massimu ta' Skala 9 (li fis-sena 2025 huwa €29,829.00 fis-sena) Impjegati li jkunu qed jaħdmu fuq skeda ridotta jirċievu l-allowance prorata.

Dmirijiet

4.1 Id-dmirijiet għal din il-pożizzjoni ta' General Professional Trainee (Dentistria) huma:

i. Jassisti fl-ghoti ta' kura tas-saħħa fl-isptarijiet u f'diversi ambjenti tal-kura tas-saħħa tal-Ministeru għas-Saħħa u l-Anzjanità Attiva;

ii. Jaħdem fid-Dipartiment fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva. Il-persuna mahtura tista' wkoll tkun meħtieġa tipprovdi servizzi f'diversi kliniki, li jistgħu jinkludu kliniki dentali fl-Isptar Ġenerali ta' Għawdex, u fi kwalunkwe klinika fil-Kura tas-Saħħa;

iii. Jaħdem f'kull hin taħt is-supervizzjoni tas-superjuri tegħu u jkun responsabbli lejn il-Konsulent Anzjan in charge u finalment lejn iċ-Chairperson Kliniku tad-Dipartiment tad-Dentistria;

iv. Jipparteċipa f'attivitajiet akkademiċi organizzati fid-Dipartiment tad-Dentistria;

v. Itemm b'suċċess ir-rekwiżiti tal-General Professional Training Proramme (CCGPT) għall-General Professional Trainee (Dentistry);

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

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

viii. Iwettaq kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

(b) does not interfere or conflict with the official duties of the officer concerned or with the exigencies of the service.

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

Salary Pegged to the Position

3. The Salary attached to the position of General Professional Trainee (Dentistry) is equivalent to the Salary Scale 9 Step 5 (which in the year 2025 is €28,934.34 per annum). Upon completion of one (1) year service as General Professional Trainee (Dentistry), an officer shall progress to the maximum of Salary Scale 9 (which in the year 2025 is €29,829.00 per annum). Employees working on a reduced hour time-table will receive the pro-rata allowance.

Duties

4.1 The job duties for the position of General Professional Trainee (Dentistry) include:

i. Assists in the delivery of health care in the hospitals and various health care settings of the Ministry for Health and Active Ageing;

ii. Works in the Department of Dentistry within the Ministry for Health and Active Ageing. The appointee may also provide services in various clinics, which may include dental clinics in Gozo General Hospital, and any future clinics within the Primary Health Care.

iii. Works at all times under the supervision of his/her seniors and will be directly accountable to the Consultant/Senior in Charge and finally to the Clinical Chairperson of the Department of Dentistry;

iv. Participates in academic activities organized within the Department of Dentistry;

v. Successfully completing the requirements of the General Professional Training Programme (CCGPT) for General Professional Trainee (Dentistry);

vi. Makes use of the Information Technology systems which may be in operation within the Ministry for Health and Active Ageing.

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

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

4.2 Persuna mahtura tista' tkun mehtiega li twestaq dmirijiet fi kwalunkwe servizz għall-kura tas-saħħa tal-Gvern ta' Malta skont id-diskrezzjoni tal-amministrazzjoni.

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-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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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 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; jew

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

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

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

4.2 An appointee may be required to perform duties in any of the health care services of the Government of Malta at the discretion of the Management.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

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

iii. imnizzlin fir-Registru li jappartjeni għall-professjoni tad-dentistija miżmum mill-Kunsill Mediku ta' Malta skont Artiklu 12(1) (a) tal-Health Care Profession Act Cap. 464.

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

5.2 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għar-registrazzjoni rikjesta hekk kif speċifikata fil-paragrafu 5.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali registrazzjoni. Il-persuni maħtura jridu jiġbu, jew ġew approvati, għat-tali registrazzjoni sat-30 ta' Novembru, 2025. Jekk l-iskadenza għall-kisba tal-imsemmija registrazzjoni ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

5.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

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

iii. listed in the Register pertaining to the dental profession kept by the Medical Council of Malta in terms of Article 12 (1) (a) of the Health Care Professions Act Cap 464.

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

5.2 Candidates who have not yet formally obtained or are not yet approved for the registration specified in paragraph 5.1 iii or else as indicated in paragraph 3.1 of the general provisions (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such registration. Appointees must obtain, or be approved, for the award of such registration by the 30th November, 2025. If this stipulated deadline for the attainment of such registration is not met, the appointment will be, for this reason, automatically terminated.

5.3 Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public Service must produce a certificate of conduct issued by the Criminal Records 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.

Submission of Supporting Documents

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

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

Selection Procedures

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

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-gheluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

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

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

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

jistgħu jiġu aċċessati minn (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Divizjoni tal-People

Submission of Applications

8.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

8.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

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

applicable benefits, conditions and rules/regulations;
 lateral applications;
 reasonable accommodation for registered persons with disability;
 submission of recognition statements in respect of qualifications;
 qualifications at a higher level;
 comparative level of Public Sector employees;
 renunciation of pending applications;
 publication of the result;
 medical examination;
 the process for the submission of petitions concerning the result;
 access to application forms and related details;
 retention of documents,

may be accessed from (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from People

Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku, in-numru tal-fax u l-indirizz elettroniku tad-Divizjoni huma (<https://sahha.gov.mt>), +356 2299 2609, u (recruitment.health@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU GĦAS-SAĦĦA U L-ANZJANITÀ
ATTIVA

Post ta' Allied Health Professional (Audiology) fil-Ministeru għas-Saħħa u l-Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Saħħa) u s-Segretarju Permanenti (Anzjanità Attiva), Ministeru għas-Saħħa u l-Anzjanità Attiva, jilqgħu applikazzjonijiet għall-post ta' Allied Health Professional (Audiology) fil-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Allied Health Professional bid-Degree f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti) huwa ta' Skala ta' Salarju 10, li fis-sena 2025 huwa ta' €25,570.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €28,017.00.

Persuna fil-grad ta' Allied Health Professional li minbarra r-reqwiżit stipulat f'paragrafu 4.1, għandhom ukoll fill-pussess tagħhom Master's Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinhatru mad-dhul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00) wara sentejn (2) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Allied Health Professional tigi promossa għall-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00)

Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and email address of the receiving Division are (<https://health.gov.mt>), +356 2299 2609, and (recruitment.health@gov.mt).

2nd May, 2025

MINISTRY FOR HEALTH AND
ACTIVE AGEING

Post of Allied Health Professional (Audiology) in the Ministry for Health and Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Health) and The Permanent Secretary (Active Ageing), Ministry for Health and Active Ageing invites applications for the post of Allied Health Professional (Audiology), in the Ministry for Health and Active Ageing.

Terms and Conditions

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

2.2 The salary for the post of Allied Health Professional with Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) is Salary Scale 10, which in the year 2025 is equivalent to €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

An Allied Health Professional who in addition to the requirement stipulated in paragraph 4.1, are also in possession of a relevant and recognised Postgraduate Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8, shall on entry be immediately appointed as Senior Allied Health Professional in Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00).

2.3 An Allied Health Professional will progress to Salary Scale 9 (€27,145.02 x €447.33 - €29,829.00) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 An Allied Health Professional will be promoted to the grade of Senior Allied Health Professional in Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00) on completion of three

wara tliet (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9.

Persuna fil-hatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Master's f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, għandha titla' minnufih għal Skala ta' Salarju 8 bhala Senior Allied Health Professional.

2.5 Persuna fil-hatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) b'mill-inqas ħames (5) snin servizz sodisfaċenti fil-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 u ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework (CAF) tiġi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00) kemm mid-data tal-otteniment tas-snin tas-servizz stipulat kif ukoll it-tlestija b'suċċess tal-CAF.

Persuna fil-hatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pussess ta' Postgraduate Master's f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, b'mill-inqas sentejn (2) servizz sodisfaċenti bhala Senior Allied Health Professional u ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00).

Fil-każ ta' Uffiċjali li ma jkollhomx iċ-ċertifikat ta' tlestija b'suċċess tal-Competency Programme u Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandu jiġi promoss għal Allied Health Practitioner bilkundizzjoni li tikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-hatra ta' Allied Health Practitioner fi Skala ta' Salarju 7.

Uffiċjali li jonqsu milli jipprezentaw tali ċertifikazzjoni fil-qafas ta' żmien stipulat għandhom jerġgħu lura awtomatikament għal Senior Allied Health Professional fi Skala ta' Salarju 8.

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

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

(3) years satisfactory service in the grade of Allied Health Professional in Salary Scale 9.

An Allied Health Professional who in the course of his/her duties obtains a relevant and recognised Postgraduate Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8 shall immediately progress to Salary Scale 8 as Senior Allied Health Professional.

2.5 A Senior Allied Health Professional (Salary Scale 8), with at least five (5) years satisfactory service as Senior Allied Health Professional in Salary Scale 8 and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00) as from the date of satisfaction of both the stipulated years of service and the successful certification of the CAF.

A Senior Allied Health Professional (Salary Scale 8), in possession of a recognised and relevant Postgraduate Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) or PhD at MQF Level 8 with at least two (2) years satisfactory service as Senior Allied Health Professional and certificate of successful completion of the Competency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00).

In the case of Officers who are not in possession of the certificate of successful completion of the Competency Programme and Evaluation Framework on the completion of two (2) years satisfactory service in the grade, shall be promoted to Allied Health Practitioner on condition that s/he obtains this certification within one (1) year from appointment of Allied Health Practitioner in Salary Scale 7.

Officers who fail to present such certification within the stipulated timeframe shall automatically revert to Senior Allied Health Professional in Salary Scale 8.

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

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

2.8 Fir-rigward tar-rekwiżiti li johorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, mahruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-sehħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu storja ta’ impjieg mill-Jobsplus mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi rekrutat, tali kunflitti ta’ interest ikunu mmanigġjati b’mod xieraq.

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

Dmirijiet

3.1 Id-dmirijiet għal dan il-post ta’ Allied Health Professional (Audiology) huma:

- i. Jippjana, iwettaq u jevalwa servizz speċifiku tal-allied health;
- ii. Jikkomunika, jaħdem id f’id effettivament ma’ professjonisti oħra, individwi u gruppi ta’ pazjenti, familji/carers u aġenzji oħra skont il-htieġa;
- iii. Jgħin fl-orjentazzjoni tal-istudenti lejn is-servizzi ta’ ‘Allied Health’ u jgħin fis-supervizjoni tagħhom fir-rigward ta’ applikazzjonijiet ta’ teorija u trattament Prattiku;
- iv. Izomm ruħu aġġornat fuq żviluppi u modi fil-prattika ta’ professjoni speċifika tal-allied health permezz ta’ studju tal-letteratura kurrenti jew billi jattendi korsijiet tal-continuous professional development disponibbli u jaddatta Prattiki ta’ xogħol skont evidenza l-aktar riċenti;
- v. Iwettaq kwalunkwe dmirijiet oħra li jkunu meħtieġ mill-Allied Health Professional responsabbli b’rispons għall-esiġenzi tas-servizz;
- vi. Jaderixxi mal-politiki u l-proċeduri kollha kif applikabbli lill-entità/entitatjiet fejn l-Allied Health Professional ikun ġie allokat;
- vii. Kwalunkwe kompitu ieħor li s-superjur jista’ jiddelega lilu/ha, kif jista’ jkun meħtieġ;

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

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

Duties

3.1 The job duties for the post of Allied Health Professional (Audiology) include:

- i. Plans, delivers and evaluates specific allied health service;
- ii. Communicates and liaises effectively with other professionals, individuals and groups of patients, family/carers and other agencies as required;
- iii. Assist in the orientation of students to the services of ‘Allied Health’ and help in their supervision regarding theory and practical treatment applications;
- iv. Keeps up to date on developments and trends in the practice of the specific allied health profession by study of the current literature or by attending continuous professional development courses available and to adapt work practices according to the latest evidence;
- v. Performs any other duties which may be required by the responsible Allied Health Professional in response to the exigencies of the service;
- vi. Abides by all policies and procedures as applicable to the entity/entities that the Allied Health Professional is deployed to;
- vii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;

viii. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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

3.3. Persuna mahtura tista' tkun mehtiega taħdem fuq bażi ta' xift li jinkludi xogħol billejl skont rosters stabbiliti fil-Ministeru għas-Saħħa u l-Anzjanità Attiva. Allied Health Professionals ingaġġati fuq bażi part-time ikunu mehtiega li jaħdmu minimu ta' 20 siegħa fil-gimgha u allokati f'rosters u sezzjonijiet skont l-esiġenzi tas-servizz.

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' impjeg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

c. ċittadini ta' kwalunkwe pajjiż iehor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjeg minhabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

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

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

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

3.2 An appointee may be requested to perform duties in any of the health care services in the Government of Malta at the discretion of the management.

3.3 An appointee may be required to perform duties on a shift basis including night duties according to the established rosters in the Ministry for Health and Active Ageing. Allied Health Professionals engaged on part-time basis will be required to work on a minimum of 20 hours per week and deployed on a roster and section according to the exigencies of the service.

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità 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. ikunu profiċjenti fil-lingwa Maltija. Għaldaqstant, kandidati li m'humiex profiċenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma fil-ħatra li hi fi żmien sena mill-ingaġġ, billi jgħaddu b'suċċess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part tal-Università ta' Malta. Il-kors li uffiċjalment iwassal għal dan l-eżami huwa l-Course in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Kwalunkwe hlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jithallsu lura permezz tal-tal-Iskema tal-Iżvilupp Professjonali Kontinwu (CPD).

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(b) profiċjenti fil-lingwa Ingliża billi:

jipprovdu, sad-data tal-intervista, evidenza li l-kwalifika primarja fl-Allied Health Profession giet segwita bil-lingwa Ingliża;

JEW

jipprovdu, sad-data tal-intervista, ċertifikat validu tal-IELTS (International English Language Testing System) ta' band score medju ta' 6 jew oghla f'dominji ta' komprensjoni, qari, kitba u lingwa mitkellma. Kwalifika ċertifikata ekwivalenti għal IELTS Livell 6 (ta' band score medju ta' 6) eż. GCSE/Cambridge Grad Ċ, TOEFL (IBT): 60-80 CEFR: B2 ikunu aċċettati;

JEW

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional rreġistrata fir-Renju Unit jew fl-Irlanda jew kwalunkwe pajjiż ieħor li jitkellmu l-Ingliż fejn l-Ingliż huwa l-lingwa primarja u/jew uffiċjali.

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

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

ii. must be proficient in the Maltese Language. However, candidates who do not possess proficiency in the Maltese language will still be considered but have to provide evidence of basic proficient in the Maltese language before confirmation of appointment, which is within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the course in Basic Medical Maltese for the Healthcare Profession, Part 1 run by the Department of Maltese of the University of Malta. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Duties Eligibility Requirement Development Scheme (CPD).

AND

(b) be proficient in the English language by:

providing proof by the interview date, that the primary Allied Health Professional qualification was undertaken in the English Language;

OR

providing, by the interview date, a valid certificate of IELTS (International English Language Testing System) of average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (overall band score 6) e.g. GCSE/Cambridge: Grade C, TOEFL (IBT): 60-80, CEFR: B2 also be accepted;

OR

providing documentation showing at least six (6) month full-time equivalent certified work experience as registered Allied Health Professional in the United Kingdom, Ireland, or any other English speaking Country where English is the primary and/or the Official language.

AND

iii. fil-pussess ta' kwalifika rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Audiology, jew kwalifika ekwivalenti, rikonoxxuta, kumparabbli U jkunu f'pussess ta' ċertifikat tar-reġistrazzjoni fl-Audiology mal-Kunsill ta' Professjonisti Kumplimentari għall-Medicina f'Malta.

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

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

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika u ċertifikat ta' reġistrazzjoni fl-Awdologija mill-Kunsill għall-Professjonijiet Kumplimentari għall-Medicina. Il-persuni maħtura jridu jiġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

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

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

iii. in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Audiology or an equivalent, recognised comparable qualification, AND in possession of a certificate of registration in Audiology by the Council for Professions Complimentary to Medicine in Malta.

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

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

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

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

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

Is-snin ta' servizz mid-data ta' meta dahlet fis-sehħ il-hatra bhala Officer in Scale jghoddu 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.

4.4 Uffiċjali pubbliċi li bhalissa għandhom hatra bhala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bhala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew oghla minn, dak li hu meħtieġ minn din is-sejha għall-applikazzjonijiet.

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

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

Sottomissjoni ta' Dokumentazzjoni

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

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Aplikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanita Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li

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

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

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

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

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

Submission of Supporting Documents

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

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

Selection Procedures

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

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

Submission of Applications

7.1 Applications are to be submitted for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and

għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija sal-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Gimgha, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

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

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

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

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

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

kwalifiki f'livell ogħla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Divizjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

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

It-2 ta' Mejju, 2025

the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

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

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

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

Other General Provisions

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

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta VLT 1171. These general provisions are to be regarded as an integral part of this call for applications.

The website and email address of the receiving division are (<https://health.gov.mt>) and (recruitment.health@gov.mt).

2nd May, 2025

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻĠHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI

**Požizzjoni ta' Assistant Coordinator fil-Ministeru
ghall-Edukazzjoni, l-Isport, iż-Żġhażagh, ir-Riċerka u
l-Innovazzjoni**

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żġhażagh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żġhażagh, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Assistant Coordinator għall-proġett tal-One Device per Child (ODPC) fid-Direttorat għal-Litteriżmu Diġitali u Filiet Transversali (DLTS) fi hdan id-Direttorat għal-Litteriżmu Diġitali u Filiet Transversali fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żġhażagh, ir-Riċerka u l-Innovazzjoni.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bhala Assistant Coordinator fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żġhażagh, ir-Riċerka u l-Innovazzjoni li jista' jiġi mgēdedd għal perjodi oħra.

2.2. Il-pożizzjoni ta' Assistant Coordinator hija suġġetta għal perjodu ta' prova ta' tna-x-il (12) xahar.

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

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

2.5. Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interest fl-Amministrazzjoni Pubblika', mahruġ

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Position of Assistant Coordinator in the Ministry for
Education, Sport, Youth, Research and Innovation**

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the position of Assistant Coordinator for the One Device per Child (ODPC) project for the Directorate for Digital Literacy and Transversal Skills (DLTS) within the Directorate for Digital Literacy and Transversal Skills in the Ministry for Education, Sport, Youth, Research and Innovation.

Duration of Assignment and Conditions

2.1. A selected candidate will enter into a three (3) year assignment as a Assistant Coordinator in the Ministry for Education, Sport, Youth, Research and Innovation which may be renewed for further periods.

2.2. The position of Assistant Coordinator is subject to a probationary period of twelve (12) months.

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

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

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

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

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

Salarju Marbut mal-Pożizzjoni

3. Is-salarju marbut mal-pożizzjoni ta' Assistant Coordinator huwa ekwivalenti għal inkrement inqas mill-massimu ta' Skala ta' Salarju 9 (ekwivalenti għal €29,381.67 fl-2025), li jilhaq il-massimu tal-iskala mal-konferma tal-haħtra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2. Persuna magħżula tkun intitolata wkoll għal:

i. performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita skont id-deskrizzjoni tas-Segretarju Permanenti;

ii. disturbance allowance ta' 15% (minflok overtime) tas-salarju rispettiv li jista' f'ċirkostanzi eċċezzjonali u għal perjodi speċifiċi awtorizzati mis-Segretarju Permaenti, jiżdied għal 25%. Dan id-disturbance allowance ma jkunx pagabbli lill-uffiċjali li jkunu qed jaħdmu b'reduced hours.

Dmirijiet

4. Id-dmirijiet ta' Assistant Coordinator għall-proġett tal-One Device per Child (ODPC) fi hdan id-Direttorat għal-Litteriżmu Diġitali u Filiet Trasversali huma:

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

ii. Jiżviluppa pjanijiet ta' hidma, inklużi skedi ta' żmien u miri tal-proġetti mwettqa mid-Dipartiment;

issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

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

Salary Pegged to the Position

3.1. The Salary attached to the position of Assistant Coordinator is equivalent to the maximum of Salary Scale 9 less an increment (equivalent to €29,381.67 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2. The selected candidate will also be entitled to:

i. a performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

ii. a disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

4. The duties of Assistant Coordinator for the One Device per Child (ODPC) project within the Directorate for Digital Literacy and Transversal Skills include:

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

ii. Developing work plans, including timelines and targets of the projects undertaken by the Department;

- iii. Jiżgura effiċjenza massima fl-eżekuzzjoni b' suċċess ta' proġetti għal standards ta' kwalita' meħtieġa;
- iv. Jidentifika, fuq bażi kontinwa, kwalunkwe kwistjonijiet li jisthoq qilhom l-attenzjoni tas-superjur dirett tiegħu/tagħha u/jew tas-Segretarju Permanenti;
- v. Jipprovi sapport u pariri lis-senior management u lis-Segretarju Permanenti dwar il-proġetti u l-inizjattivi kollha tal-Ministeru u jagħmel follow-up dwar l-implimentazzjoni ta' proġetti, kif meħtieġ;
- vi. Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati kollha rilevanti u mal-mexxejja tal-proġett u jikkordina u jipparteċipa f'laqgħat regolari kif u meta jkun meħtieġ;
- vii. Jikkordina u jwettaq xogħol amministrattiv ta' kuljum inkluż il-għbir ta' informazzjoni mill-iskejjel, tekniċi, kuntratturi, eċċ. kif jista' jkun meħtieġ;
- viii. Izur l-iskejjel biex jevalwa l-progress u biex jiċċara kwalunkwe tħassib li jista' jinqala';
- ix. Taħt id-direzzjoni tas-superjur tiegħu/tagħha, jassisti fiż-żamma ta' informazzjoni relatata mal-assi tekniċi fl-iskejjel u jiżgura li l-implimentazzjoni tagħhom tkun skont l-iskedi stabbiliti, u jassisti lis-Senior Manager rispettiv fil-kordinazzjoni tat-tfassil ta' rapporti li jaqgħu taħt il-mandat tad-Dipartiment/Ministeru;
- x. Jassisti fil-produzzjoni, l-evalwazzjoni u tqassim tar-rapporti tal-proġetti, kif meħtieġ u jorganizza, jagħmel filing u jżomm dokumentazzjoni rigward il-proġetti kollha li jkunu għaddejnin;
- xi. Jattendi u/jew jirrapreżenta lid-Dipartiment f' konferenzi, laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni b' rabta ma' proġetti. Jhejji r-rapporti/komunikazzjonijiet meħtieġa u jagħmel follow-up ta' komunikazzjoni kif xieraq, skont l-istruzzjoni tas-Senior Manager, l-Assistent Direttur u/Direttur;
- xii. Jkun involut fil-ħidma tad-Dipartiment jew kwalunkwe Uffiċċju delegat ieħor, u jkollu rwol attiv bħala membru tat-tim, u jżomm librerija aġġornata flimkien ma' katalogu ta' proġetti importanti relatati mad-Dipartiment;
- xiii. Jassisti fil-htigijiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- iii Ensuring maximum efficiency in the successful execution of projects to required quality standards;
- iv Identifying, on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Permanent Secretary;
- v Providing support and advice to the senior management and to the Permanent Secretary and all Ministry-wide projects and initiatives, and following up on the implementation of projects as necessary;
- vi Ensuring efficient communication with all relevant stakeholders and with project leaders and coordinate and participate in regular meetings as and when required;
- vii Co-ordinating and executing daily administrative tasks including the gathering of information from technicians, contractors, etc. as may be required.;
- viii Visiting schools to evaluate progress and to clarify any concerns that may arise;
- ix Under the direction of his/her superior, assisting in the maintenance of records and related information related to digital assets in schools, and ensure that their implementation are according to set schedules, and assisting the respective Senior Manager in coordinating the drawing up of reports falling within the remit of the Department/Ministry;
- x Assisting in the production, evaluation and dissemination of project reports, as necessary, and undertakes organising filing and maintaining documentation regarding all undergoing projects;
- xi Attending and/or representing the Department in conferences, meetings, seminars, committees and discussion platforms in connection with projects. Preparing any required reports/communications and following-up communication accordingly, under the instruction of the Senior Manager, Assistant Director and Director;
- xii Being involved in work of the Department or any other delegated Office, and playing an active role as a team member, and maintaining an up to date library and catalogue of important projects related to Department;
- xiii Assisting in the procurement needs and requirements of the respective Department;
- xiv Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.

xvi. Kwalunkwe dmir ieħor hekk kif ordnat 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 fi kwistjonijiet ta' impjieg 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' impjieg minhabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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; jew

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

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

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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.

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

Eligibility Requirements

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

i. a. citizens of Malta; or

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

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

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

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

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

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

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Inġliża; u iii.

(a) ikollhom fil-pussess degree ta' Bachelors rikonoxxuta f'livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew Business Administration jew f'oqsma rilevanti kif determinat mill-Project Leader attwali, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti għall-pożizzjoni;

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

JEW

(b) Uffiċjali pubbliċi fi Skala ta' Salarju mhux inqas minn Skala 12, jew impjegati tas-Settur Pubbliku li qed iwettq dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, li qegħdin f'livell ta' responsabbiltà komparabbli, u li għandho erba' (4) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

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

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

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

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

(a) in possession of a recognised Bachelors Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Project Management or Management Studies or Business Administration or in relevant areas as determined by the current Project Leader, plus one (1) year work experience relevant to the position;

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

OR

(b) Public officers in a Scale not below 12, or Public Sector employees performing duties in the Public Service or RSS employees, both at a comparable level of responsibility, with four (4) years work experience relevant to the position.

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

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Sottomissjoni ta' Dokumentazzjoni

6.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni fuq (<https://edurecruitment.gov.mt>).

6.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Aplikazzjoni

8.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Itra elettronika ġġenerata mill-komputer tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.2. Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3. Aplikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. aplikazzjonijiet tard) ma jiġux aċċettati.

8.4. Aplikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji aplikabbli, kundizzjonijiet u regoli/regolamenti;

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

6.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4. Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

applikazzjonijiet laterali;
bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell oġhla;
livell komparattiv tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendenti;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

It-2 ta' Mejju, 2025



**Kofinanzjat
mill-Unjoni Ewropea**

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻĠHAŻAGH, IR-RIĊERKA U L-INNOVAZZJONI

**Pożizzjoni ta' Coordinator fil-Ministeru għall-
Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u
l-Innovazzjoni**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerata. Fil-proċess tar-reklutaġġ, l-MEYR 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. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-pożizzjoni ta' Coordinator għall-proġett tal-One Device per Child (ODPC) fid-Direttorat għal-Litteriżmu Diġitali u Filiet Transversali (DLTS) fi hdan id-Direttorat għal-Litteriżmu Diġitali u Filiet Transversali fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.

lateral applications;
reasonable accommodation for registered persons with disability;
submission of recognition statements in respect of qualifications;
qualifications at a higher level;
comparative level of Public Sector employees;
renunciation of pending applications; publication of the result;
medical examination;
the process for the submission of petitions concerning the result;
access to application forms and related details;
retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025



**Co-funded by
the European Union**

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Position of Coordinator in the Ministry for Education,
Sport, Youth, Research and Innovation**

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the position of Coordinator for the One Device per Child (ODPC) project for the Directorate for Digital Literacy and Transversal Skills (DLTS) within the Directorate for Digital Literacy and Transversal Skills in the Ministry for Education, Sport, Youth, Research and Innovation.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bhala Coordinator fil-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħazagh, ir-Ricerka u l-Innovazzjoni li jista' jiġi mgēdded għal perjodi oħra.

2.2. Il-pożizzjoni ta' Coordinator hija suġġetta għal perjodu ta' prova ta' tnaħ-il (12) xahar.

2.3. Peress li din hi pożizzjoni marbuta mat-terminu ta' żmien fiss, jew ma' tkompli ta' biċċa xogħol speċifika, il-pożizzjoni ta' Coordinator taqa' taht Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4. Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta mahruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-hatra.

2.5. Fir-rigward tar-rekwiżiti li johorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interest fl-Amministrazzjoni Pubblika', mahruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-sehħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjeggi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interest potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi rekkutat, tali kunflitti ta' interest ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunkwe kunflitt ta' interest magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw hatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Coordinator huwa ekwivalenti għal inkrement inqas mill-massimu ta' Skala ta' Salarju 7 (ekwivalenti għal €33,162.83 fl-2025), li jilhaq il-

Duration of Assignment and Conditions

2.1. A selected candidate will enter into a three (3) year assignment as a Coordinator in the Ministry for Education, Sport, Youth, Research and Innovation which may be renewed for further periods.

2.2. The position of Coordinator is subject to a probationary period of twelve (12) months.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, the position of Coordinator constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5. In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salary Pegged to the Position

3.1. The Salary attached to the position of Coordinator is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €33,162.83 in 2025), with attainment

massimu tal-iskala mal-konferma tal-hatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2. Persuna magħżula tkun intitolata wkoll għal:

i. performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita skont id-deskrizzjoni tas-Segretarju Permanenti;

ii. disturbance allowance ta' 15% (minflok overtime) tas-salarju rispettiv li jista' f'ċirkostanzi eċċezzjonali u għal perjodi speċifiċi awtorizzati mis-Segretarju Permaenti, jiżjed għal 25%. Dan id-disturbance allowance ma jkunx pagabbli lill-uffiċjali li jkunu qed jaħdmu b'reduced hours.

Dmirijiet

4. Id-dmirijiet ta' Coordinator għall-proġett tal-One Device per Child (ODPC) fi hdan id-Direttorat għal-Litteriżmu Diġitali u Hiliet Trasversali jinkludu:

i. Iffitex kontinwament opportunitajiet biex itejjeb il-proċessi, jissimplifika l-kanali ta' komunikazzjoni u jtejjeb il-kollaborazzjoni bejn id-Direttur, Assistent Direttur u t-tim maniġerjali;

ii. Jiffaċilita l-fluss ta' informazzjoni, direttivi u deċiżjonijiet bejn id-Direttur, Assistent Direttur u l-Maniġer Superjuri, filwaqt li jiżgura komunikazzjoni ċara u f'waqtha;

iii. Jissorvelja u jsegwi l-progress fuq proġetti u inizjattivi assenjati lit-tim maniġerjali, filwaqt li jiżgura t-tlestija f'waqtha u jirraporta lura lid-Direttur u lill-Assistent Direttur u l-Maniġer Superjuri;

iv. Jikkollabora mal-Uffiċjali Edukattivi biex jindirizza kwalunkwe kwistjoni jew tħassib u jiffaċilita r-riżoluzzjoni tagħhom;

v. Irawwem relazzjonijiet ta' hidma effettiva u jippromovi komunikazzjoni miftuħa bejn id-Direttur, Assistent Direttur u t-tim maniġerjali;

vi. Iżomm informazzjoni aġġornata dwar policies organizzattivi, miri u prijoritajiet strateġiċi biex jipprovdi informazzjoni preċiża u aġġornata lid-Direttur, Assistent Direttur u lit-tim maniġerjali;

vii. Iżomm komunikazzjoni tajba mal-partijiet interessati kollha biex jipprovdi feedback kull fejn ikun meħtieġ;

viii. Jassisti fil-proċess ta' policy making meħtieġ biex jiġu abbozzati dokumenti ta' pożizzjoni nazzjonali li għandhom jintużaw waqt laqgħat lokali u internazzjonali, inkluż

of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2. The selected candidate will also be entitled to:

i. a performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

ii. a disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

4. The duties of Coordinator for the One Device per Child (ODPC) project within the Directorate for Digital Literacy and Transversal Skills include:

i. Continuously seeks opportunities to improve processes, streamline communication channels and enhance collaboration between the Director, Assistant Director and the management team;

ii. Facilitates the flow of information, directives and decisions between the Director, Assistant Director and the Senior Manager, ensuring clear and timely communication;

iii. Monitors and tracks progress on projects and initiatives assigned to the management team, ensuring timely completion and reporting back to the Director, Assistant Director and the Senior Manager;

iv. Collaborate with Education Officers to address any issues and facilitate their resolution;

v. Fosters effective working relationships and promote open communication between the Director, Assistant Director and the management team;

vi. Keeps updated information about organisational policies, goals, and strategic priorities to provide accurate and up to date information to the Director, Assistant Director and management team;

vii. Acts as liaison with stakeholders to provide feedback whenever necessary;

viii. Assists in the policy making process required to draft national position papers to be used during local and international meetings, including assistance in consultation

l-assistenza waqt laqgħat u networks ta' konsultazzjoni fuq livell nazzjonali, Ewropew u internazzjonali u li jintlahqu skadenzi stretti għat-tnejn u l-għoti ta' feedback meħtieġ;

ix. Jaġixxi bħala membru maniġerjali tad-Direttorat u jkollu rwol attiv bħala membru tat-tim;

x. Jipparteċipa fil-fora ta' konsultazzjoni u informazzjoni rilevanti;

xi. Jattendi u jirrappreżenta lill-Ministeru f'konferenzi, laqgħat, tahrig u seminars nazzjonali jew barra minn Malta kif jista' jkun meħtieġ;

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

Kwalunkwe dmir ieħor hekk kif ordnat 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 fi kwistjonijiet ta' impjeg 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' impjeg minhabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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-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; jew

meetings and networks on a national, European and international level and meeting tight deadlines to the preparation and provision of the necessary feedback;

ix. Be involved in the work of the Directorate's management staff and playing an active role as a team member;

x. Participates in the relevant consultation and information fora;

xi. Attends and represents the Ministry in conferences, meetings, training and seminars nationally or abroad as may be required;

xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required

xiii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

5.1. By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-htieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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-htieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Inġliża; u iii.

(a) ikollhom fil-pussess degree ta' Master's rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-manigment, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti għall-pożizzjoni;

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjo formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mil Università ta' Malta (mogħtija qabel l-2009) b' inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifik mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

(b) ikollhom fil-pussess degree ta' Bachelors rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti**) f'oqsma rilevanti kif determinat mill-manigment, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni;

JEW

(c) Uffiċjali pubbliċi fi Skala ta' Salarju mhux inqas min Skala 10, jew impjegati tas-Setur Pubbliku li qed iwettqu dmirijie fis-Servizz Pubbliku jew impjegati tal-RSSL, li qegħdin f'livell ta' responsabbiltà komparabbli, u li għandhom sitt (6) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

**Kwalifika rikonoxxuta kumparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages; and iii.

(a) in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits equivalent*) in relevant areas as determined by management, plus one (1) year work experience relevant to the position;

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

(b) in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent**) in relevant areas as determined by management, plus three (3) years work experience relevant to the position;

OR

(c) Public officers in a Scale not below Scale 10, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with six (6) years work experience relevant to the position.

**A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to a

suġġett għ dikjarazzjoni formali ta' rikonossiment mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

5.2. (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ġhoti tat-tali kwalifika. Il-persuni maħtura jridu jiġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonossut f'livell tal-MQF oghla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonossiment tal-MQRIC fir-rigward tal-kwalifika tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-holqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni (<https://edurecruitment.gov.mt>).

6.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%.

MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

6.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.2. Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3. Applikazzjonijiet li jaslu wara d-data u l-hin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4. Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
 applikazzjonijiet laterali;
 bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
 kwalifiki f'livell oġhla;
 livell komparattiv tal-impjegati tas-Settur Pubbliku;
 rinunzji ta' applikazzjonijiet pendenti;
 pubblikazzjoni tar-riżultat;
 eżami mediku;
 proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
 żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf).

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4. Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
 lateral applications;
 reasonable accommodation for registered persons with disability;
 submission of recognition statements in respect of qualifications;
 qualifications at a higher level;
 comparative level of Public Sector employees;
 renouncement of pending applications;
 publication of the result;
 medical examination;
 the process for the submission of petitions concerning the result;
 access to application forms and related details;
 retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

These general provisions are to be regarded as an integral part of this call for applications.

It-2 ta' Mejju, 2025

2nd May, 2025



**Kofinanzjat
mill-Unjoni Ewropea**



**Co-funded by
the European Union**

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻĠHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

**Pożizzjoni ta' Kordinatur part-time biex jikkordinaw
il-Language to Go! classes fil-Ministeru għall-
Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u
l-Innovazzjoni**

**Position of part-time Coordinator to coordinate the
Language to Go! classes in the Ministry for Education,
Sport, Youth, Research and Innovation**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

Nomenclatures denoting the male gender include also the female gender.

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) jixtieq jiġbed l-attenzjoni tal-applikanti interessati li l-ebda forma ta' abbuż fuq it-tfal mhuwa tollerat. Fil-proċess tar-reklutaġġ, l-MEYR jimxi mal-Liġi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Tahriġ Inizjali u Żvilupp Professjonali Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Kordinatur part-time biex jikkordinaw il-Language to Go! classes fi hdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR), invites applications for the position of part-time Coordinator to coordinate the Language to Go! classes within the Ministry for Education, Sport, Youth, Research and Innovation.

Tul tal-Assenjament u Kundizzjonijiet

Duration of Assignment and Conditions

2.1. Il-programm se jibda mit-Tnejn sal-Ġimgħa mill-1 ta' Lulju, 2025 sad-19 ta' Settembru, 2025. Minhabba n-natura preparatorja ta' xi kompiti, il-Kordinatur part-time se jkun mehtieġ jibda d-dmirijiet diversi ġimgħat qabel il-bidu tal-programm. Kull fejn applikabbli, il-kordinatur part-time għandu jirrapporta għax-xogħol 15-il minuta qabel il-ftuħ taċ-ċentru għall-istudenti. Laqgħa ta' informazzjoni għall-applikanti prospettivi tista' ssir qabel il-bidu tal-programm.

2.1. The programme will run from Mondays to Fridays from the 1st of July, 2025 until the 19th of September, 2025. Due to the preparatory nature of some tasks, part-time Coordinator will be required to start duties several weeks prior to the start of the programme. Wherever applicable, the part-time Coordinator is to report to work 15 minutes prior to the opening of centre for students. An information meeting for prospective applicants may be held prior to the commencement of the programme.

2.2. Il-pożizzjoni ta' Kordinatur part-time għal Language to Go! classes tas-sajf hija suġġetta għal perjodu ta' prova ta' tliet (3) xhur.

2.2. The position of part-time Coordinator for the summer Language to Go! classes is subject to a probationary period of three (3) months.

2.3. Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol speċifika, il-pożizzjoni ta' Kordinatur part-time għal Language to Go!

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, the position of part-time Coordinator for the summer Language to Go! classes

classes, hija skont ir-Regolament 7(4) tal-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-‘Regolamenti dwar Kuntratti ta’ Servizz għal Żmien Fiss’.

2.4 Il-kandidati magħżula għandhom ikunu ta’ kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta’ din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgħa (1) mid-data tan-notifika tal-ħatra.

2.5. Fir-rigward tar-rekwiżiti li jorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta’ Kunflitti ta’ Interess fl-Amministrazzjoni Pubblika’, maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-seħħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjegji preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interess potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interess potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta’ interess ikunu mmanijġġjati b’mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunkwe kunflitt ta’ interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salarju Marbut mal-Pożizzjoni

3.1. Kordinatur part-time għal Language to Go! classes tas-sajf ser jaħdem fuq bażi part-time għal massimu ta’ għoxrin (20) siegħa fil-ġimgħa, jiddependi minn numru ta’ applikanti li jkunu applikaw biex jattendu għall-korsijiet u/jew kwalunkwe esigenzi li jistgħu jinqalghu/jinbidlu minn żmien għal żmien. Il-ħatra definittiva part-time tista’ tiġġedded għal perjodi oħra.

3.2. Is-salarju marbut mal-pożizzjoni ta’ Kordinatur part-time għal Language to Go! classes tas-sajf ser jithallsu bir-rata ta’ €23.74 kull siegħa. Ir-remunerazzjoni tinkludi l-preparazzjoni, il-hin tal-kuntatt u kwalunkwe dmir ieħor relatat. Ir-rata part-time se tintuża għal skopijiet ta’ tnaqqis tat-taxxa.

constitutes an objective reason which falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled ‘Contracts of Service for a Fixed Term Regulations’.

2.4. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5. In terms of the requirements emanating from Directive 16, regarding the ‘Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration’, issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salary Pegged to the Position

3.1. Part-time Coordinator for the summer Language to Go! classes shall work on a part-time basis for a maximum of twenty (20) hours per week, depending on the number of applicants who would have applied to attend the courses and/or any exigencies which may arise/change from time to time. Their definite part-time appointment may be renewed for further periods.

3.2. Part-time Coordinator for the summer Language to Go! classes shall be paid at the rate of €23.74 per hour. The remuneration is inclusive of preparation, contact time and any other related duties. Part-time rate will be used for tax deduction purposes.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Kordinatur part-time għal Language to Go! classes tas-sajf huma:

i. Jikkordina l-Language to Go! classes b'kurrikulu ċċentrat fuq l-istudent f'diversi suġġetti;

ii. Jiggwida lill-istudenti u jipprovdi appoġġ kif meħtieġ;

iii. Jimmonitorja l-kwalità u l-istandards tat-tagħlim permezz ta' osservazzjonijiet tal-klassi u kontrolli ta' assigurazzjoni tal-kwalità;

iv. Jipproċessa d-dikjarazzjonijiet tal-pagi u jivverifika l-karti tal-attenzenza u d-dokumentazzjoni tal-ġhalliema part-time li jgħallmu Language to Go! classes;

v. Jiżgura l-ordni u d-dixxiplina u jippromovi relazzjonijiet tajbin bejn l-edukaturi u l-istudenti;

vi. Jikkordina it-timetables tal-korsijiet;

vii. Jiżgura li r-rekords tal-istudenti jinżammu aġġornati, jiġbor id-data u jaġġorna l-istatistika, b'mod partikolari l-istatistika relatata mal-attenzenza tal-istudenti;

viii. Jimmonitorja l-indafa taċ-ċentru u jikkomunika mal-amministrazzjoni tal-iskola biex jiżgura manutenzjoni xierqa tal-bini tal-iskola, faċilitajiet u tagħmir;

ix. Jikkollabora mal-line management biex jiżgura li r-riżorsi u r-rekwiziti organizzattivi jkunu kkordinati u allinjati;

x. Jikkollabora mal-International Learners' Directorate (ILD) biex jiżgura li l-istudenti xierqa jkunu motivati;

xi. Jaħdem mill-qrib mal-partijiet interessati rilevanti;

xii. Jattendi laqgħat tal-istaff, taħriġ tat-tim u programmi oħra;

xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiziti tal-Eliġibbiltà

5.1. Sal-ħin u d-data tal-ġhluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. ċittadini ta' Malta; jew

Duties

4. The job duties for the position of part-time Coordinator for the summer Language to Go! classes include:

i. Coordinates Language to Go! classes with a learner-centred curriculum in various subjects;

ii. Guides learners and provides support as required;

iii. Monitors the quality and standards of teaching and learning through class observations and quality assurance checks;

iv. Processes wage returns and verifies attendance sheets and documentation of part-time teachers eaching Language to Go! classes;

v. Ensures order and discipline and promotes healthy relationships between educators and learners;

vi. Coordinates course timetables;

vii. Ensures learners records are kept up to date, compiles data and updates statistics, in particular statistics related to learners' attendance;

viii. Monitors the centre's cleanliness and liaises with school administration to ensure proper servicing of the school building, facilities and equipment;

ix. Liaises with line management to ensure that resources and organisational requirements are coordinated and aligned;

x. Liaises with International Learners' Directorate (ILD) to ensure that the appropriate learners are engaged;

xi. Works closely with the relevant stakeholders;

xii. Attends staff meetings, team training and other programmes;

xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xiv. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

5.1. 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' impjeg 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' impjeg minħabba li jkunu japplikaw għal dak il-pajjiż 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' impjeg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża; u

iii. ikollhom degree ta' Master's rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Edukazzjoni jew Riżorsi Umani jew Maniġment u/jew Amministrazzjoni jew Politika Soċjali, jew f'oqsma rilevanti kif determinat mill-maniġment; u

b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages; and

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, equivalent) in Education or Human Resources or Management and/or Administration or Social Policy, or in relevant area as determined by management; and

iv. fil-pussess ta' Warrant tal-Għalliema validu maħruġ mill-Kunsill tal-Professjoni tal-Għalliema taħt l-artiklu 24(2) tal-Att dwar l-Edukazzjoni.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifika mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

5.2. (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika f' i żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oghla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni (<https://edurecruitment.gov.mt>).

iv. in possession of a valid Teacher's Warrant issued by the Council for the Teaching Profession (CTP) under article 24(2) of the Education Act.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRI formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason automatically.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

6.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1. L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni, permezz tal-Portal tar-Reklutaġġ tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar it-Tnejn, 19 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

8.2. Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3. Applikazzjonijiet li jaslu wara d-data u l-hin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4. Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell oġhla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

6.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1. Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the online Education Recruitment Portal **only** (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Monday, 19th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4. Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf).

Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

It-2 ta' Mejju, 2025

UFFIĊĊJU TAL-PRIM MINISTRU
(FONDI EWROPEJ, UGWALJANZA, IR-RIFORMI U
D-DJALOGU SOĊJALI)

**Pożizzjoni ta' Assistant Coordinator fl-Uffiċċju tal-Prim
Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u
d-Djalogu Soċjali)**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru, (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), jilqa' applikazzjonijiet għall-pożizzjoni ta' Assistant Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bħala Assistant Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) li jista' jiġi mgēdded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Assistant Coordinator hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss, jew ma' tkompliġa ta' biċċa xogħol speċifika, il-pożizzjoni ta' Assistant Coordinator taqa' taht Regolament 7 (4) al-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju

medical examination;
the process for the submission of petitions concerning the result;

access to application forms and related details;
retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

2nd May, 2025

OFFICE OF THE PRIME MINISTER
(EUROPEAN FUNDS, EQUALITY, REFORMS AND
SOCIAL DIALOGUE)

**Position of Assistant Coordinator in the Office of the
Prime Minister (European Funds, Equality, Reforms
and Social Dialogue)**

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), invites applications for the position of Assistant Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as Assistant Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), which may be renewed for further periods.

2.2 The position of Assistant Coordinator is subject to a probationary period of twelve (12) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, the Assistant Coordinator constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 Selected candidates must be of conduct which is appropriate to the position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal

tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-hatra.

2.5 Fir-rigward tar-rekwiżiti li jōhorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-seħh fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta’ interest ikunu mmaniġġjati b’mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapurtaw kwalunkwe kunflitt ta’ interest magħruf, attwali potenzjali jew apparenti qabel ma jaċċettaw hatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta’ Assistant Coordinator huwa ekwivalenti għal inkrement inqas mill-massimu ta’ Skala ta’ Salarju 9 (ekwivalenti għal €29,381.67 fl-2025), li jilhaq il-massimu tal-iskala mal-konferma tal-hatra jew tlestija ta’ sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għal:

(i) performance bonus sa massimu ta’ 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita skont id-diskrezzjoni tas-Segretarju Permanenti.

(ii) disturbance allowance ta’ 15% (minflok overtime) tas-salarju ripsettiv li jista’ f’ċirkostanzi eċċezzjonali u għal perjodi speċifiċi awtorizzat mis-Segretarju Permanenti, jiżdied għal 25%. Dan id-disturbance allowance ma jkunx pagabbli lill-uffiċjali li jkunu qed jaħdmu b’reduced hours.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta’ Assistant Coordinator huma:

Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5 In terms of the requirements emanating from Directive 16, regarding the ‘Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration’, issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salary Pegged to the Position

3.1 The Salary attached to the position of Assistant Coordinator is equivalent to the maximum of Salary Scale 9 less an increment (equivalent to €29,381.67 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2 The selected candidate will also be entitled to:

(i) a performance bonus up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

(ii) a disturbance allowance (in lieu of overtime) of 15% of the respective scale, which may, in exceptional circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

4. The job duties for the position of Assistant Coordinator include:

Supporting Pre-integration Governance (SPRING) huwa proġett ikkofinanzjat mill-UE taħt il-programm (AMIF) iddedikat biex jappoġġja liċ-Ċittadini ta' Pajjiżi Terzi (TCNs) fil-proċess bikri tal-integrazzjoni tagħhom. L-għan huwa li tiġi żgurata integrazzjoni u inkluzjoni effettiva ta' TCNs fis-soċjetà Maltija. Il-viżjoni strateġika ta' dan il-proġett hija l-Istrateġija u l-Pjan ta' Azzjoni ta' Malta għall-Integrazzjoni (2025-2030) – approċċ kuraġġuż lejn governanza ta' integrazzjoni b'suċċess.

SPRING se jkollu rwol kruċjali fl-implimentazzjoni tal-għan ewlieni tal-Istrateġija, li huwa li jiġu integrati u mtejba s-servizzi u l-politiki relatati mal-integrazzjoni sabiex jinholqu u jissahħu komunitajiet aktar koeżivi u jiġu indirizzati l-htigiet soċjoekonomiċi kemm tal-pajjiż kif ukoll tal-migranti.

L-attivitajiet tal-proġett huma mmirati biex:

1. Isaħħu l-kapaċità tal-fornituri tas-servizzi relatati mal-integrazzjoni u, għaldaqstant, itejbu l-għoti tas-servizzi;

2. Ikomplu jiżviluppaw u jtejbu l-Programm Nazzjonali ta' Integrazzjoni ta' Malta – I Belong;

3. Jipprovdu lil TCNs b'informazzjoni aġġornata, affidabbli u aċċessibbli dwar l-aspetti importanti tal-integrazzjoni; u

4. Jippromovu l-integrazzjoni bħala proċess b'żewġ direzzjonijiet billi jinkoraġġixxu d-djalogu soċjali u l-interazzjonijiet pożittivi bejn il-komunità ospitanti u t-TCNs li jgħixu f'Malta, sabiex jinbnew komunitajiet soċjalment koeżivi.

Flimkien, dawn l-attivitajiet se jiżguraw li l-integrazzjoni tkun proċess fejn kulhadd jirbaħ, billi t-TCNs ikunu jistgħu jipparteċipaw bis-sħiħ u jikkontribwixxu għas-soċjetà.

Dmirijiet u Responsabbiltajiet

Id-dmirijiet u r-responsabbiltajiet ta' Assistant Coordinator (I Belong) fid-Direttorat għad-drittijiet tal-Bniedem huma:

i. Taħt is-supervizjoni tal-line manager tiegħu/tagħha, jimmonitorja t-twassil, il-proċessi tal-allokkazzjoni, u l-għoti taċ-ċertifikat tal-programm I Belong permezz ta' kollaborazzjoni ma' istituzzjonijiet li jwasslu l-korsijiet u jipprovdu l-listi tal-klijenti rilevanti;

ii. Iwetaq Laqgħat ta' Talba għall-Integrazzjoni mal-klijenti fuq bażi one-to-one sabiex jiġi deċiż liema mill-korsijiet I Belong huma/huwa meħtieġa u jipprovdi informazzjoni dwar il-programm;

Supporting Pre-Integration Governance (SPRING) is a co-funded EU project under the Asylum Migration and Integration Fund (AMIF) programme dedicated to support Third-Country Nationals (TCNs) in their early integration process. The aim is to ensure the effective integration and inclusion of TCNs in Maltese society. The strategic vision of this project is Malta's Integration Strategy and Action Plan (2025-2030) - a bold approach to successful integration governance.

SPRING will play a critical role in the implementation of the Strategy's main objective which is to mainstream and improve integration-related services and policies to create and foster more cohesive communities and meet the country's and migrant's socioeconomic needs.

The project's activities are aimed at:

1. Building the capacity of integration-related service providers and hence improving service provision;

2. The continued and improved provision and development of Malta's National Integration Programme – I Belong;

3. Providing TCNs with up to date, reliable and accessible information on the important aspects of integration; and

4. Promoting integration as a two-way process through fostering social dialogue and positive interactions between the host community and TCNs living in Malta to build socially cohesive communities.

Cumulatively, these activities will ensure that integration is a win-win process, whereby TCNs can fully participate in and contribute to society.

Duties and Responsibilities

The duties and responsibilities of Assistant Coordinator (I Belong) in the Human Rights Directorate are:

i. Under the supervision of his/her line manager, monitoring the delivery, allocation processes, and certificate provision of the I Belong programme through liaising with institutions delivering the courses and providing the relevant client lists;

ii. Conducting one-to-one Integration Request Meetings with clients to map I Belong courses required and provide information on the programme;

- | | |
|---|---|
| <p>iii. Jipprovdi appoġġ lill-maniġment fit-twassil tas-servizz;</p> <p>iv. Jikkontribwixxi għal rappurtar regolari relatat mal-programm I Belong;</p> <p>v. Jipprovdi appoġġ u jiżgura aġġornament regolari tad-databases relatati mal-programm I Belong;</p> <p>vi. Jaġġorna u jissorvelja l-aġġornamenti li jiddaħħlu fid-database tal-programm I Belong;</p> <p>vii. Jirrapporta regolarment lis-superjuri tiegħu dwar kwistjonijiet relatati mar-riżultati tal-programm I Belong;</p> <p>viii. Jissorvelja impjegati tal-kuntrattur li jaħdmu fuq il-programm I Belong;</p> <p>ix. Iwettaq kull xogħol ieħor, li s-superjuri tagħhom jistgħu jiddelegawlu/lilha, kif ikun meħtieġ;</p> <p>x. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti.</p> | <p>iii. Provides support to senior management in the delivery of service;</p> <p>iv. Contributes to regular reporting related to the I Belong programme;</p> <p>v. Provides support and ensures regular updating of databases relating to the I Belong programme;</p> <p>vi. Updates and oversees updates being inputted into the I Belong programme database;</p> <p>vii. Reports regularly to their superior on issues relating to the I Belong programme deliverables;</p> <p>viii. Supervising contracted employees working on I Belong programme;</p> <p>ix. Undertakes any other tasks, which their superiors may delegate to him/her, as may be required;</p> <p>x. Any other duties as directed by the Principal Permanent Secretary.</p> |
|---|---|

Rekwiziti tal-Eligibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- a. ċittadini ta' Malta; jew
- b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-ligi 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-

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- a. citizens of Malta; or
- b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been

membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi ħdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

i. kapaċi jikkomunikaw bil-lingwa Ingliża u bil-lingwa Maltija b'mod effettiv;

U

ii. (a) ikollhom degree ta' Bachelors rikonoxxuta f'livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Education jew Psychology jew Human Rights jew Humanitarian Studies jew Migration Studies jew Law jew Public Policy jew Anthropology jew Arts jew Accountancy jew ikollhom kwalifika rikonoxxuta komparabbli professjonali fil-Livell 6 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-manigment, flimkien ma sena (1) esperjenza ta' xogħol rilevanti għall-pożizzjoni

*Kwalifika rikonoxxuta kumparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

JEW

(b) Uffiċjali Pubbliċi fi Skala mhux inqas minn Skala 12, jew impjegati tas-Settur Pubbliku li jwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, it-tnejn f'livell komparabbli ta' responsabbiltà, b'erba' (4) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-

granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the English and Maltese languages effectively;

AND

iii. (a) in possession of a recognised bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF Level 6, or in relevant area determined by management, plus one (1) year work experience relevant to the position;

*A recognised qualification with a minimum of 180 ECTS/ECVET credits is only accepted subject to an MQRIC form recognition statement being submitted with the application.

OR

(b) Public officers in Scale not below Scale 12, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with four (4) years' work experience relevant to the position.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is

ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oġhla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-gheluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

6.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Fini Ċentrali Ewropej) ta' nhar il-Gimgha, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-hħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3 Applikazzjonijiet li jaslu wara d-data u l-hin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, 280, Livell Nru 2, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<https://eufunds.gov.mt>) u (recruitment.opm-ees@gov.mt).

It-2 ta' Mejju, 2025



**Kofinanzjat
mill-Unjoni Ewropea**

UFFIĊĊJU TAL-PRIM MINISTRU (FONDI EWROPEJ, UGWALJANZA, IR-RIFORMI U D-DJALOGU SOĊJALI)

**Pożizzjoni ta' Coordinator fl-Uffiċċju tal-Prim Ministru
(Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali)**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru, (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), jilqa' applikazzjonijiet għall-pożizzjoni ta' Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi hdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bhala Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi hdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) li jista' jiġi mġedded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Coordinator hija suġġetta għal perjodu ta' prova ta' tnaax-il (12) xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss, jew ma' tkompli ta' biċċa xogħol speċifika, il-pożizzjoni ta' Coordinator taqa' taħt Regolament 7 (4) al-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta mahruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-hatra.

The website address and email address of the receiving Directorate are (<http://eufunds.gov.mt>) and (recruitment.opm-ees@gov.mt).

2nd May, 2025



**Co-funded by
the European Union**

OFFICE OF THE PRIME MINISTER (EUROPEAN FUNDS, EQUALITY, REFORMS AND SOCIAL DIALOGUE)

Position of Coordinator in the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue)

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), invites applications for the position of Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), which may be renewed for further periods.

2.2 The position of Coordinator is subject to a probationary period of twelve (12) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, the position of Coordinator constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 Selected candidates must be of conduct which is appropriate to the position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5 Fir-rigward tar-rekwiziti li jorhorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Gestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, mahruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-sehħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjieg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta’ interest ikunu mmaniġġjati b’mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapurtaw kwalunkwe kunflitt ta’ interest magħruf, attwali potenzjali jew apparenti qabel ma jaċċettaw haħtra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta’ Coordinator huwa ekwivalenti għal inkrement inqas mill-massimu ta’ Skala ta’ Salarju 7 (ekwivalenti għal €33,162.83 fl-2025), li jilhaq il-massimu tal-iskala mal-konferma tal-haħtra jew tlestija ta’ sena (1) servizz fil-pożizzjoni, liema wahda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għal:

(i) performance bonus sa massimu ta’ 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita skont id-diskrezzjoni tas-Segretarju Permanenti.

(ii) disturbance allowance ta’ 15% (minflok overtime) tas-salarju ripsettiv li jista’ f’ċirkostanzi eċċezzjonali u għal perjodi speċifiċi awtorizzat mis-Segretarju Permanenti, jiżdied għal 25%. Dan id-disturbance allowance ma jkunx pagabbli lill-uffiċjali li jkunu qed jaħdmu b’reduced hours.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta’ Coordinator huma:

Supporting Pre-Integration Governance (SPRING) huwa proġett ikkoffinanzjat mill-UE taħt il-programm (AMIF) iddedikat biex jappoġġja liċ-Ċittadini ta’ Pajjiżi Terzi (TCNs) fil-proċess bikri tal-integrazzjoni tagħhom. L-għan huwa li tiġi żgurata integrazzjoni u inklużjoni effettiva

2.5 In terms of the requirements emanating from Directive 16, regarding the ‘Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration’, issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Salary Pegged to the Position

3.1 The Salary attached to the position of Coordinator is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €33,162.83 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2 The selected candidate will also be entitled to:

(i) a performance bonus up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

(ii) a disturbance allowance (in lieu of overtime) of 15% of the respective scale, which may, in exceptional circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

4. The job duties for the position of Coordinator include:

Supporting Pre-Integration Governance (SPRING) is a co-funded EU project under the Asylum Migration and Integration Fund (AMIF) programme dedicated to support Third-Country Nationals (TCNs) in their early integration process. The aim is to ensure the effective integration and

ta' TCNs fis-soċjetà Maltija. Il-viżjoni strateġika ta' dan il-proġett hija l-Istrateġija u l-Pjan ta' Azzjoni ta' Malta għall-Integrazzjoni (2025-2030) – approċċ kuraġġuż lejn governanza ta' integrazzjoni b'suċċess.

SPRING se jkollu rwol kruċjali fl-implimentazzjoni tal-għan ewlieni tal-Istrateġija, li huwa li jiġu integrati u mtejjba s-servizzi u l-politiki relatati mal-integrazzjoni sabiex jinholqu u jissahhu komunitajiet aktar koeżivi u jiġu indirizzati l-htigiet soċjoekonomiċi kemm tal-pajjiż kif ukoll tal-migranti.

L-attivitajiet tal-proġett huma mmirati biex:

1. Isahhu l-kapaċità tal-fornituri tas-servizzi relatati mal-integrazzjoni u, għaldaqstant, itejbu l-għoti tas-servizzi;

2. Ikompli jiżviluppaw u jtejjbu l-Programm Nazzjonali ta' Integrazzjoni ta' Malta – I Belong;

3. Jipprovdu lil TCNs b'informazzjoni aġġornata, affidabbli u aċċessibbli dwar l-aspetti importanti tal-integrazzjoni; u

4. Jippromovu l-integrazzjoni bħala proċess b'żewġ direzzjonijiet billi jinkoraġġixxu d-djalogu soċjali u l-interazzjonijiet pożittivi bejn il-komunità ospitanti u t-TCNs li jgħixu f'Malta, sabiex jinbnew komunitajiet soċjalment koeżivi.

Flimkien, dawn l-attivitajiet se jiżguraw li l-integrazzjoni tkun proċess fejn kulhadd jirbaħ, billi t-TCNs ikunu jistgħu jipparteċipaw bis-shiħ u jikkontribwixxu għas-soċjetà.

Dmirijiet u Responsabilitajiet

Id-dmirijiet u r-responsabilitajiet ta' Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem huma:

i. Taħt is-superviżjoni tal-line manager tiegħu/tagħha, jikkontribwixxi lejn il-kisba tal-għanijiet tal-programm I Belong fi hdan il-proġett SPRING;

ii. Jiżgura li l-proċeduri tal-programm I Belong jiġu rispettati u jiġu jiżviluppa/jirevedi proċeduri meta meħtieġ;

iii. Jiżgura servizz ta' kwalità permezz tal-implimentazzjoni tal-'4 eye principle' biex jissorvelja regolarment il-laqqhat ta' talba għall-integrazzjoni (IRM) u t-twassil tal-klassijiet;

iv. Tahriġ u superviżjoni lil Assistant Coordinators (I Belong);

v. Distribuzzjoni u monitoraġġ tax-xogħol;

inclusion of TCNs in Maltese society. The strategic vision of this project is Malta's Integration Strategy and Action Plan (2025-2030) – a bold approach to successful integration governance.

SPRING will play a critical role in the implementation of the Strategy's main objective which is to mainstream and improve integration-related services and policies to create and foster more cohesive communities and meet the country's and migrant's socioeconomic needs.

The project's activities are aimed at:

1. Building the capacity of integration-related service providers and hence improving service provision;

2. The continued and improved provision and development of Malta's National Integration Programme – I Belong;

3. Providing TCNs with up to date, reliable and accessible information on the important aspects of integration; and

4. Promoting integration as a two-way process through fostering social dialogue and positive interactions between the host community and TCNs living in Malta to build socially cohesive communities.

Cumulatively, these activities will ensure that integration is a win-win process, whereby TCNs can fully participate in and contribute to society.

Duties and Responsibilities

The duties and responsibilities of Coordinator (I Belong) in the Human Rights Directorate are:

i. Under the supervision of his/her line manager, contribute towards achieved the goals of the I belong activity under spring project;

ii. Ensuring that I Belong programme procedures are adhered to and developing/revising procedures when necessary;

iii. Quality assurance through 4-eye principle to regularly monitor client Integration request meetings (IRM) and delivery of classes;

iv. Training and supervising Assistant Coordinators (I Belong);

v. Workload distribution and monitoring;

- | | |
|---|---|
| <p>vi. Monitoraġġ ta' miri u rappurtar relatati ma' I Belong;</p> <p>vii. Abbozzar ta' rapporti trimestrali relatati ma' I Belong;</p> <p>viii. Jissorvelja l-aġġornament tad-database relatata mal-I Belong u jimmonitorja l-kwalità tad-data imputata;</p> <p>ix. Iwissi b'mod proattiv lis-superjuri tiegħu/tagħha dwar nuqasijiet fis-servizz li jehtieġu soluzzjonijiet fil-leġislazzjoni, il-politika u s-servizzi nazzjonali;</p> <p>x. Iwettaq kwalunkwe xogħol ieħor, li is-Senior Coordinator (I Belong) jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;</p> <p>xi. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti.</p> | <p>vi. Monitoring of targets and reporting related to I Belong;</p> <p>vii. Drafting quarterly I Belong progress reports;</p> <p>viii. Oversees I Belong database updates and monitors quality of data;</p> <p>ix. Proactively alerts his/her supervisor to gaps in the service that may require solutions in national legislation, policy and services;</p> <p>x. Undertakes any other tasks, which the Senior Coordinator (I Belong) may delegate to him/her, as may be required;</p> <p>xi. Any other duties as directed by the Principal Permanent Secretary.</p> |
|---|---|

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-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 leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; 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; jew
- f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; or
- b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or
- f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and

Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan l-Identità skont il-htieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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-htieġa dwar din il-materja.

i. kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża b'mod effettiv;

U

ii. (a) ikollhom degree ta' Master's rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Education jew Psychology jew Human Rights jew Humanitarian Studies jew Migration Studies jew Law jew Public Policy jew Anthropology jew Arts jew Accountancy jew ikollhom kwalifika rikonoxxuta komparabbli professjonali fil-Livell 7 tal-MQF fl Accountancy jew f'oqsma rilevanti kif determinat mill-manigment, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti għall-pożizzjoni

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjo formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mil Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabli skaemm ikun ivverifik mill-MQRIC li l-ammont ta' xogħol huwa kumparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

(b) ikollhom degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Education, jew Psychology jew Human Rights jew Humanitarian Studies jew Migration Studies jew Law jew Public Policy jew Anthropology jew Arts jew Accountancy

their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the Maltese and English languages effectively;

AND

iii. (a) in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVE credits or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF Level 7, or in relevant area determined by management, plus one (1) year work experience relevant to the position;

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRI formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable that it is verified by MQRI that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

(b) in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Integration Studies or Law or Public Policy Anthropology or Arts or Accountancy

jew ikollohom kwalifika rikonoxxuta komparabbli professjonali fil-Livell 6 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-manigment, flimkien ma tliet (3) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

JEW

(c) Uffiċjali Pubbliċi fi Skala mhux inqas minn Skala 10, jew impjegati tas-Settur Pubbliku li jwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, it-tnejn f'livell komparabbli ta' responsabbiltà, b'sitt (6) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika f' i żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oġhla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-għeluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

or a recognised comparable professional qualification in Accountancy at MQF Level 6, or in relevant areas as determined by management, plus three (3) years work experience relevant to the position.

OR

(c) Public officers in Scale not below Scale 10, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with six (6) years' work experience relevant to the position.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

6.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieġ). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Gimgha, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-ahħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell oghla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, 280, Livell Nru 2, Triq ir-Repubblika, 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-Direttorat huma (<https://eufunds.gov.mt>) u (recruitment.opm-ees@gov.mt)

It-2 ta' Mejju, 2025



**Kofinanzjat
mill-Unjoni Ewropea**

UFFIĊĊJU TAL-PRIM MINISTRU
(FONDI EWROPEJ, UGWALJANZA, IR-RIFORMI U
D-DJALOGU SOĊJALI)

**Pożizzjoni ta' Senior Coordinator fl-Uffiċċju tal-Prim
Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u
d-Djalogu Soċjali)**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Uffiċċju tal-Prim Ministru, (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali), jilqa' applikazzjonijiet għall-pożizzjoni ta' Senior Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bħala Senior Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem fi ħdan l-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali).

2.2 Il-pożizzjoni ta' Senior Coordinator hija suġġetta għal perjodu ta' prova ta' tna-x-il (12) xahar.

2.3 Peress li din hi pożizzjoni marbuta ma' terminu ta' żmien fiss, jew ma' tkompliġa ta' biċċa xogħol speċifika, il-

medical examination;
the process for the submission of petitions concerning the result;

access to application forms and related details;
retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (<http://eufunds.gov.mt>) and (recruitment.opm-ees@gov.mt).

2nd May, 2025



**Co-funded by
the European Union**

OFFICE OF THE PRIME MINISTER
(EUROPEAN FUNDS, EQUALITY, REFORMS AND
SOCIAL DIALOGUE)

**Position of Senior Coordinator in the Office of the Prime
Minister (European Funds, Equality, Reforms and
Social Dialogue)**

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue), invites applications for the position of Senior Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Senior Coordinator (I Belong) in the Human Rights Directorate within the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

2.2 The position of Senior Coordinator is subject to a probationary period of twelve (12) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, the position of Senior

pożizzjoni ta' Senior Coordinator taqa' taht Regolament 7 (4) al-Liġi Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

2.4 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-ħatra.

2.5 Fir-rigward tar-rekwiżiti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interest fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-sehħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interest potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjiegi mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interest ikunu mmaniġġjati b'mod xieraq.

Il-kandidat/i magħżul/a jkun/u meħtieġ/a jimla/jimlew id-Dikjarazzjoni disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli hawn), peress li din il-kariga/pożizzjoni (i) hija fi skala ta' salarju 5 jew oghla u/jew (ii) titqies bħala kariga ta' riskju għoli kif elenkat fis-Sitt Skeda tal-Att dwar l-Amministrazzjoni Pubblika u/jew (iii) tinvolvi funzjonijiet regolatorji/ispettorati kif elenkati fl-Anness tad-Direttiva 14.1.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Senior Coordinator huwa ekwivalenti għal inkrement inqas mill-massimu ta' Skala ta' Salarju 5 (ekwivalenti għal €37,389.33 fl-2025), li jilhaq il-massimu tal-iskala mal-konferma tal-ħatra jew tlestija ta' sena (1) servizz fil-pożizzjoni, liema waħda tiġi l-aħħar.

3.2 Persuna magħżula tkun intitolata wkoll għal:

(i) performance bonus sa massimu ta' 10% tas-salarju bażiku tagħha. Ir-rata attwali tiġi stabbilita skont id-diskrezzjoni tas-Segretarju Permanenti.

(ii) disturbance allowance ta' 15% (minflok overtime) tas-salarju ripsettiv li jista' f'ċirkostanzi eċċezzjonali u għal

Coordinator (I Belong) constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4 Selected candidates must be of conduct which is appropriate to the position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

The selected candidate/s will be required to fill in the Declaration available at Appendix 1 to Directive 16 (available here), since this post/position (i) is in salary scales 5 or higher and/or (ii) is considered to be a high risk post/position as listed in the Sixth Schedule to the Public Administration Act and/or (iii) involves regulatory/inspectorate functions as listed in the Annex to Directive 14.1.

Salary Pegged to the Position

3.1 The Salary attached to the position of Senior Coordinator is equivalent to the maximum of Salary Scale 5 less an increment (equivalent to €37,389.33 in 2025), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the latter.

3.2 The selected candidate will also be entitled to:

(i) a performance bonus up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

(ii) a disturbance allowance (in lieu of overtime) of 15% of the respective scale, which may, in exceptional

perjodi speċifiċi awtorizzat mis-Segretarju Permanenti, jiżdied għal 25%. Dan id-disturbance allowance ma jkunx pagabbli lill-uffiċjali li jkunu qed jaħdmu b'reduced hours.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Senior Coordinator huma:

Supporting Pre-Integration Governance (SPRING) huwa proġett ikkofinanzjat mill-UE taħt il-programm (AMIF) iddedikat biex jappoġġja liċ-Ċittadini ta' Pajjiżi Terzi (TCNs) fil-proċess bikri tal-integrazzjoni tagħhom. L-għan huwa li tiġi żgurata integrazzjoni u inkluzjoni effettiva ta' TCNs fis-soċjetà Maltija. Il-viżjoni strategika ta' dan il-proġett hija l-Istrateġija u l-Pjan ta' Azzjoni ta' Malta għall-Integrazzjoni (2025-2030) – approċċ kuragġuż lejn governanza ta' integrazzjoni b'suċċess.

SPRING se jkollu rwol kruċjali fl-implimentazzjoni tal-għan ewlieni tal-Istrateġija, li huwa li jiġu integrati u mtejba s-servizzi u l-politiki relatati mal-integrazzjoni sabiex jinholqu u jissahħu komunitajiet aktar koeżivi u jiġu indirizzati l-htigiet soċjoekonomiċi kemm tal-pajjiż kif ukoll tal-migranti.

L-attivitajiet tal-proġett huma mmirati biex:

1. Isahħu l-kapaċità tal-fornituri tas-servizzi relatati mal-integrazzjoni u, għaldaqstant, itejbu l-għoti tas-servizzi;

2. Ikomplu jiżviluppaw u jtejbu l-Programm Nazzjonali ta' Integrazzjoni ta' Malta – I Belong;

3. Jipprovdu lil TCNs b'informazzjoni aġġornata, affidabbli u aċċessibbli dwar l-aspetti importanti tal-integrazzjoni; u

4. Jipromovu l-integrazzjoni bħala proċess b'zewġ direzzjonijiet billi jinkoraġġixxu d-djalogu soċjali u l-interazzjonijiet pożittivi bejn il-komunità ospitanti u t-TCNs li jgħixu f'Malta, sabiex jinbnew komunitajiet soċjalment koeżivi. Flimkien, dawn l-attivitajiet se jiżguraw li l-integrazzjoni tkun proċess fejn kulhadd jirbaħ, billi t-TCNs ikunu jistgħu jipparteċipaw bis-shiħ u jikkontribwixxu għas-soċjetà.

Dmirijiet u responsabbiltajiet

Id-Dmirijiet u r-responsabbiltajiet ta' Senior Coordinator (I Belong) fid-Direttorat għad-Drittijiet tal-Bniedem.

i. Taħt is-supervizjoni tal-line manager tiegħu/tagħha, jissorvelja t-tmexxija tal-programm I Belong;

circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

4. The job duties for the position of Senior Coordinator include:

Supporting Pre-Integration Governance (SPRING) is a co-funded EU project under the Asylum Migration and Integration Fund (AMIF) programme dedicated to support Third-Country Nationals (TCNs) in their early integration process. The aim is to ensure the effective integration and inclusion of TCNs in Maltese society. The strategic vision of this project is Malta's Integration Strategy and Action Plan (2025-2030) – a bold approach to successful integration governance.

SPRING will play a critical role in the implementation of the Strategy's main objective which is to mainstream and improve integration-related services and policies to create and foster more cohesive communities and meet the country's and migrant's socioeconomic needs.

The project's activities are aimed at:

1. Building the capacity of integration-related service providers and hence improving service provision;

2. The continued and improved provision and development of Malta's National Integration Programme – I Belong;

3. Providing TCNs with up to date, reliable and accessible information on the important aspects of integration; and

4. Promoting integration as a two-way process through fostering social dialogue and positive interactions between the host community and TCNs living in Malta to build socially cohesive communities. Cumulatively, these activities will ensure that integration is a win-win process, whereby TCNs can fully participate in and contribute to society.

Duties and Responsibilities

The duties and responsibilities of a Senior Coordinator (I Belong) in the Human Rights Directorate are:

i. Under the supervision of his/her line manager, oversees the day-to-day running of the I Belong programme;

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| <p>ii. Jiżviluppa u jimmonitorja l-pjanijiet ta' hidma tal-programm I Belong;</p> <p>iii. Monitoraġġ tal-miri tal-programm I Belong u l-verifikazzjoni ta' rapporti ta' kwalità u progress;</p> <p>iv. Jikkollabora ma' partijiet interessati interni u esterni tal-programm I Belong;</p> <p>v. Jimmaniġġja l-kuntratti tal-programm I Belong u jimmonitorja l-ispejjeż;</p> <p>vi. Jipprepara u jabbozza dokumenti uffiċjali relatati mal-programm I Belong;</p> <p>vii. Jikkordina regolarment mat-tim responsabbli għall-proġetti li jaffettwaw il-programm I Belong;</p> <p>viii. Jipprovdi konsultazzjoni u pariri lill-uffiċjali rilevanti dwar kwalunkwe kwistjoni jew nuqqasijiet fil-programm I Belong, u jiżgura li jiġu implimentati azzjonijiet korrettivi f'waqthom</p> <p>ix. Isib modi kif kontinwament itejjeb il-programm I Belong u jsib modi biex iwettaq il-bidliet meħtieġa;</p> <p>x. Jiżgura segwitu fuq azzjonijiet, rapporti u dokumenti mitluba, filwaqt li jiggwarantixxi li jitlestew u jiġu sottomessi fiż-żmien biex tinzamm kordinazzjoni effettiva tal-attivitàjiet, il-prijoritajiet u l-iskedi ta' żmien.</p> <p>xi. Jipproponi lill-manigment kwalunkwe emenda meħtieġa fil-leġislazzjoni nazzjonali relatata, politika u servizzi relatati;</p> <p>xii. Imexxi u tjiggwida membri oħra tat-tim li jahdmu fuq il-programm I Belong;</p> <p>xiii. Iwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;</p> <p>xiv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti.</p> | <p>ii. Development and monitoring of I Belong programme workplans;</p> <p>iii. Monitoring I Belong programme targets and verifying quality assurance and progress reports;</p> <p>iv. Liaising with I Belong programme internal and external stakeholders;</p> <p>v. Managing I Belong programme contracts and monitoring costs;</p> <p>vi. Prepares and drafts official documents related to the I Belong programme;</p> <p>vii. Liaises regularly with the team responsible for projects affecting I Belong programme;</p> <p>viii. Provides consultation and advice to the relevant officials regarding any issues or shortcomings in the I Belong programme, ensuring timely corrective actions are implemented;</p> <p>ix. Seek ways to continually improve the I Belong programme and seek ways to effect required changes;</p> <p>x. Ensures follow-up on requested actions, reports, and documents, guaranteeing they are completed and submitted within the established deadlines to maintain effective coordination of activities, priorities, and timelines;</p> <p>xi. Proposes to senior management any necessary amendments to related national legislation, policies and related services;</p> <p>xii. Leads and manages other members of the team working on the I Belong programme;</p> <p>xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;</p> <p>xiv. Any other duties as directed by the Principal Permanent Secretary.</p> |
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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 hieles tal-haddiema; jew

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieġ minhabba li jkunu japplikaw għal dak il-pajjiż 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' 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; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati f'hdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

i. kapaċi jikkomunikaw fil-lingwa Maltija u fil-lingwa Inġliża b'mod effettiv;

ii. (a) ikollhom degree ta' Master's rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Education jew Psychology jew Human Rights jew Humanitarian Studies jew Migration Studies jew Law jew Public Policy jew Anthropology jew Arts jew Accountancy jew f'oqsma rilevanti kif determinat mill-manigment, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni li minnhom sena (1) trid tkun f'pożizzjoni

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

i. able to communicate in the Maltese and English languages effectively;

ii. (a) in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credit or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF Level 7, or in relevant area determined by management, plus three (3) years work experience relevant to the position, of which one (1) year

li minnhom sena (1) trid tkun f'pożizzjoni maniġerjali komparabbli mal-livell ta' Skala 8 jew oghla fis-Servizz Pubbliku.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjo formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mil Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabli skaemm ikun ivverifik mill-MQRIC li l-ammont ta' xogħol huwa kumparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

(b) ikollhom degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management, jew Management Studies jew European Studies jew Business Administration jew Creativity and Innovation jew Quality Assurance Management jew Evidence Based Management jew Education, jew Psychology jew Human Rights jew Humanitarian Studies jew Migration Studies jew Law jew Public Policy jew Anthropology jew Arts jew Accountancy jew ikollohom kwalifika rikonoxxuta komparabbli professjonali fil-Livell 6 tal-MQF fl-Accountancy, jew f'oqsma rilevanti kif determinat mill-manigment, flimkien ma hames (5) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni li minnhom sena (1) trid tkun f'pożizzjoni maniġerjali komparabbli mal-livell ta' Skala 8 jew oghla fis-Servizz Pubbliku.

JEW

(c) Uffiċjali Pubbliċi fi Skala mhux inqas minn Skala 7, jew impjegati tas-Settur Pubbliku li jwettqu dmirijiet fis-Servizz Pubbliku jew impjegati tal-RSSL, it-tnejn f'livell komparabbli ta' responsabbiltà, bi tmien (8) snin esperjenza ta' xogħol rilevanti għall-pożizzjoni maniġerjali komparabbli mal-livell ta' Skala 8 jew oghla fis-Servizz Pubbliku.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.

5.2 (i) Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 5.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu

must be in a management position comparable to Scale 8 level or higher in the Public Service.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRI formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable that it is verified by MQRI that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

(b) in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Integration Studies or Law or Public Policy Anthropology or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF Level 6, or in relevant areas as determined by management, plus five (5) years work experience relevant to the position of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service;

OR

(c) Public officers in Scale not below Scale 7, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with eight (8) years' work experience relevant to the position, of which one (1) year must be in a management position comparable to Scale 8 or higher in the Public Service;

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided

evidenza li jinsabu fl-ahħar faži tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni mahtura jridu jġibu, jew ġew approvati, għat-tali kwalifika f i żmien sena mid-data tal-ħatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oġhla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-gheluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-ħolqa aktar 'l isfel).

Sottomissjoni ta' Dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

6.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.2, għandhom esperjenza ta' xogħol rilevanti u pruvata.

Sottomissjoni tal-Aplikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-gheluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Gimgha, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bħala rċevuta tal-applikazzjoni.

that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details

Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

8.3 Applikazzjonijiet li jaslu wara d-data u l-hin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

9. Dispożizzjonijiet generali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonossiment dwar il-kwalifiki;

kwalifiki f'livell ogħla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, 280, Livell Nru 2, Triq ir-Repubblika, Il-Belt Valletta. Dawn id-dispożizzjonijiet generali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<https://eufunds.gov.mt>) u (recruitment.opm-ees@gov.mt).

It-2 ta' Mejju, 2025



**Kofinanzjat
mill-Unjoni Ewropea**

concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, 280, Level 2, Triq ir-Repubblika, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are <http://eufunds.gov.mt> and recruitment.opm-ees@gov.mt.

2nd May, 2025



**Co-funded by
the European Union**

UFFIĊĊJU TAL-PRIM MINISTRU

OFFICE OF THE PRIME MINISTER

Post ta' Manager I fl-Uffiċċju tal-Prim Ministru**Post of Manager I in the Office of the Prime Minister**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

Nomenclatures denoting the male gender include also the female gender.

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministru tilqa' applikazzjonijiet għall-post ta' Manager I fid-Divizjoni tal-Kordinazzjoni u l-Implimentazzjoni fi hdan l-Uffiċċju tal-Prim Ministru.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Manager I in the Coordination and Implementation Division within the Office of the Prime Minister.

Termini u kundizzjonijiet**Terms and Conditions**

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tnax-il (12) xahar.

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-ħatra.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fis-sena 2025 huwa ta' €25,570.98 fis-sena, li jżidied b'€407.67 fis-sena sa massimu ta' €28,017.00.

2.3 The salary for the post of Manager I is Salary Scale 10, which in year 2025 is €25,570.98 per annum, rising by annual increments of €407.67 up to a maximum of €28,017.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00 fl-2025) wara tmien (8) snin servizz bhala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) on completion of eight (8) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 Persuna fil-grad ta' Manager I (Skala ta' Salarju 10) li jikseb degree ta' Master's rikonoxxut fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) f'oqsma rilevanti kif determinat mill-manigment għandha titqiegħed fi Skala ta' Salarju 9 (€27,145.02 x €447.33 - €29,829.00 fl-2025) u tavvanza għal Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00 fl-2025) wara sentejn (2) servizz sodisfaċenti bhala Manager I (Skala ta' Salarju 9).

2.5 A Manager I (Salary Scale 10) who obtains a recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in relevant areas as determined by management shall be placed in Salary Scale 9 (€27,145.02 x €447.33 - €29,829.00 in 2025) and will progress to Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00 in 2025) after two (2) years satisfactory service as Manager I (Salary Scale 9).

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.6 Persuna fil-grad ta' Manager I (Skala ta' Salarju 8) se jkompli javvanza għal Skala ta' Salarju 7 (€30,506.98 x €531.17 - €33,694.00 fl-2025) wara sentejn (2) servizz sodisfaċenti bhala Manager I (Skala ta' Salarju 8).

2.6 A Manager I (Salary Scale 8) will further progress to Salary Scale 7 (€30,506.98 x €531.17 - €33,694.00 in 2025) after two (2) years of satisfactory service Manager I (Salary Scale 8).

2.7 Il-persuni mahtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta' €750, suġġett għall-politiki tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.8 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor, skont il-postijiet vakanti stabbiliti.

2.9 Ir-rizultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

2.10 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-ħatra.

2.11 Fir-rigward tar-rekwiżiti li jōhorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Gestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjeggi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmanigġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw ħatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I huma:

i. Jassisti fil-pubblikazzjoni annwali tal-Governance Action on the NAO's Report on Public Accounts u rapporti oħra pubblikati mill-Uffiċċju tal-Awditur Ġenerali;

2.7 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €750, subject to Central Administration's policies in force from time to time.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

2.10 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.11 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed;

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Duties

3. The job duties for the post of Manager I include:

i. Assists in the annual publication of the Governance Action on the NAO's Report on Public Accounts and other National Audit Office (NAO) Reports;

ii. Jassisti sabiex jintlaħqu l-miri għall-implimentazzjoni ta' azzjonijiet proposti biex jiġu indirizzati r-rakkomandazzjonijiet tal-Uffiċċju tal-Awditur Ġenerali;

iii. Jikkordina b'mod effettiv mal-Uffiċċju tal-Awditur Ġenerali, mad-Dipartiment tal-Verifiki Interni u Investigazzjonijiet, u mal-persuni fokali f'kull ministeru;

iv. Jorganizza laqgħat mal-partijiet interessati rispettivi, jattendi għal dawn il-laqgħat, u jagħti kontribut siewi;

v. Jiffamiljarizza ruħu mar-rakkomandazzjonijiet tal-Uffiċċju tal-Awditur Ġenerali u mal-azzjonijiet proposti li jindirizzaw in-nuqqasijiet misjuba;

vi. Wara l-pubblikazzjoni Governance Action on the NAO's Report on Public Accounts, jikkonsulta mat-tim sabiex isir pjan għall-kontrolli ta' konformità għas-sena ta' wara;

vii. Iwettaq kontrolli ta' konformità fuq l-azzjonijiet identifikati skont pjani stabbiliti u jirrapporta riżultati u konkluzjonijiet;

viii. Janalizza rapporti ta' segwitu ppubblikati mill-Uffiċċju tal-Awditur Ġenerali u jiltaqa' u jiddiskuti mal-awtoritajiet kompetenti sabiex isegwu l-progress miksub;

ix. Jassisti fl-amministrazzjoni u l-manutenzjoni tas-sistemi diġitali tad-Direttorat;

x. Iwettaq kwalunkwe kompitu ieħor li s-superjuri jistgħu jiddelegawlu, skont il-ħtieġa;

xi. Kwalunkwe dmir ieħor hekk kif ordnat 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' leġislażzjoni 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' impjieg minħabba li jkun japplikaw għal dak il-pajjiż leġislażzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

ii. Assists with achieving targets for implementation of actions to address the NAO's recommendations;

iii. Liaises effectively with the NAO, the Internal Audit and Investigations Department, and the respective focal persons within each ministry;

iv. Sets up meetings with pertinent stakeholders, attends such meetings and contributes actively;

v. Familiarises himself/herself with NAO's recommendations and subsequent actions proposed to address the shortcomings identified;

vi. Following the publication Governance Action on the NAO's Report on Public Accounts, consults with the team to formulate a workplan including compliance checks to be carried out the following year;

vii. Carries out compliance checks on identified actions according to the established workplan and reports related findings and conclusions;

viii. Analyses the NAO's follow-up reports and holds subsequent discussions with competent authorities to monitor progress achieved;

ix. Assists in the administration and maintenance of the Directorate's digital systems;

x. Undertakes any other tasks, which the superiors may delegate to him/her, as may be required;

xi. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. 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; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-htieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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-htieġa dwar din il-materja.

ii. ikunu profiċjenti fil-lingwa Maltija u fil-lingwa Inġliża;

U

iii. ikollhom degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew Business Administration jew Business Management jew Public Policy jew Public Administration jew Training u Development jew Communications jew Creativity u Innovation jew Leadership u Organisational Behaviour jew Strategy jew Leadership u Change Management jew Evidence Based Management jew Management u Leadership, jew f'oqsma rilevanti kif determinat mill-manigment.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. must be proficient in the Maltese and English languages;

AND

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Project Management or Management Studies or Business Administration or Business Management or Public Policy or Public Administration or Training and Development or Communications or Creativity and Innovation or Leadership and Organisational Behaviour or Strategy or Leadership and Change Management or Evidence Based Management or Management and Leadership, or in relevant area determined by the management.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed

grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrISPettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal hatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oghla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-għeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-holqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1(iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni mahtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adattat għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tghaddi hija 50%.

and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Fini Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Itra elettronika ġġenerata mill-komputer tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-hħar mument biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-hin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

8. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
 applikazzjonijiet laterali;
 bdil raġonevoli għall-persuni rreġistrati b'dizabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
 kwalifiki f'livell oghla;
 livell komparattiv tal-impjegati tas-Settur Pubbliku;
 rinunzji ta' applikazzjonijiet pendenti;
 pubblikazzjoni tar-riżultat;
 eżami mediku;
 proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
 żamma ta' dokumenti,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
 lateral applications;
 reasonable accommodation for registered persons with disability;
 submission of recognition statements in respect of qualifications;
 qualifications at a higher level;
 comparative level of Public Sector employees;
 renunciation of pending applications;
 publication of the result;
 medical examination;
 the process for the submission of petitions concerning the result;
 access to application forms and related details;
 retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the

Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta. Dawn id-diżpożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<http://www.opm.gov.mt>) u (human-resources.opm@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU GĦAT-TRASPORT,
L-INFRASTRUTTURA U X-XOGĦLIJET PUBBLIĊI

**Post ta' Junior Legal Officer fil-Ministeru għat-
Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur Ġenerali (Strateġija u Sapport), Ministeru għat-Transport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Junior Legal Officer fil-Ministeru għat-Transport, l-Infrastruttura u x-Xogħlijiet Pubbliċi.

Termini u Kundizzjonijiet

2.1 Din il-hatra hija suġġetta għal perjodu ta' prova ta' tmax-il (12) xahar.

2.2 Is-salarju ta' Junior Legal Officer huwa ta' Skala ta' Salarju 9, li fis-sena 2025 huwa ta' €27,145.02 fis-sena, li jżied b'€447.33 fis-sena sa massimu ta' €29,829.00.

2.3 Persuna fil-grad ta' Junior Legal Officer tiġi promossa għall-grad ta' Legal Officer fi Skala ta' Salarju 8 (€28,792.02 x €486.83 - €31,713.00) wara sentejn (2) servizz fil-grad ta' Junior Legal Officer, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti u sakemm ikollha minn tal-inqas tliet (3) snin ta' prattika legali ppruvata wara li tkun kisbet il-warrant ta' Avukat.

2.4 Persuna fil-grad ta' Legal Officer tiġi promossa għall-grad ta' Legal Officer fi Skala 7 (€30,506.98 x €531.17-€33,694.00) wara sitt (6) snin servizz fil-grad ta' Legal Officer fi Skala ta' Salarju 8, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-kandidati magħzula għandhom ikunu ta' kondotta xierqa għall-post/pożizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-

People Management Section, Finance and Administration Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (<http://www.opm.gov.mt>) and (-resources.opm@gov.mt).

2nd May, 2025

MINISTRY FOR TRANSPORT, INFRASTRUCTURE
AND PUBLIC WORKS

**Post of Junior Legal Officer in the Ministry for
Transport, Infrastructure and Public Works**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Strategy and Support), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Junior Legal Officer in the Ministry for Transport, Infrastructure and Public Works.

Terms and Conditions

2.1 This appointment is subject to a probationary period of (12) months.

2.2 The salary for the post of Junior Legal Officer is Salary Scale 9, which in the year 2025 is €27,145.02 per annum, rising by annual increments of €447.33 up to a maximum of €29,829.00.

2.3 A Junior Legal Officer will be promoted to the grade of Legal Officer in Salary Scale 8 (€28,792.02 x €486.83 - €31,713.00) on completion of two (2) years service in the grade of Junior Legal Officer, subject to satisfactory performance and provided that the person has been practicing for at least three (3) proven years after obtaining the warrant of lawyer.

2.4 A Legal Officer will progress to the grade of Legal Officer in Salary Scale 7 (€30,506.98 x €531.17 -€33,694.00) on completion of six (6) years service in the grade of Legal Officer in Scale 8, subject to satisfactory performance.

2.5 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this

sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-hatra.

2.6 Fir-rigward tar-rekwiżiti li jgħorġu mid-Direttiva 16, dwar il-‘Qafas Governattiv għall-Prevenzjoni u l-Gestjoni ta’ Kunflitti ta’ Interest fl-Amministrazzjoni Pubblika’, maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta’ Novembru, 2023, u li daħal fi-sehħ fl-1 ta’ Frar, 2024, il-bord tal-għażla se jivvaluta l-impjegji preċedenti tal-kandidati biex jevalwa l-kunflitti ta’ interest potenzjali. F’dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta’ kunflitt ta’ interest potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta’ interest ikunu mmaniġġjati b’mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunkwe kunflitt ta’ interest magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw hatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta’ Junior Legal Officer huma:

i. Iwettaq xogħol legali skont l-istandards tal-professjoni inkluż li jirrapprezenta lill-Ministeru u lis-Segretarju Permanenti quddiem il-Qrati/Tribunali, skont il-htieġa;

ii. Jiffirma risposti għall-ittri legali, ifassal avviżi relatati mar-rwol u funzjoni tal-Ministeru, twissijiet, kwereli u/jew dokumenti oħra legali;

iii. Jipprovdi pariri u assistenza legali lill-Ministeru fuq kwistjonijiet li jirrikjedu interpretazzjoni/intervent legali;

iv. Jabbozza liġijiet u regolamenti, inkluż emendi fil-leġiżlazzjoni eżistenti, kif ukoll kuntratti u termini ta’ ftehim;

v. Jassisti fil-formolazzjoni tal-politika u funzjonijiet oħra tal-Ministeru relatati ma’ leġiżlazzjoni, politika u dokumenti oħra sew lokali, tal-EU u internazzjonali;

vi. Jiftaħ u jsegwi każijiet legali sabiex jitermina ftehim u/jew jirkupra fondi;

call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6 In terms of the requirements emanating from Directive 16, regarding the ‘Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration’, issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Duties

3. The job duties for the post of Junior Legal Officer include:

i. Performs legal work in accordance with the standards of the profession, including representing the Ministry and the Permanent Secretary before the Courts/Tribunals as necessary;

ii. Formulates responses to legal letters, drafts official notices related to the Ministry’s role and function, warning letters, querela and/or other legal documents;

iii. Provides legal advice and assistance to the Ministry on various issues that necessitate legal interpretations/intervention;

iv. Drafts laws and regulations, including amendments to existing legislation as well as Contracts and Agreements;

v. Assists in policy formulation and other functions of the Ministry relating to local, EU and international legislations, policies and other documents;

vi. Opens and follows legal cases to terminate agreements and/or to recover funds;

vii. Jikkordina mal-Uffiċċju tal-Avukat Ġenerali/Avukat tal-Istat u dipartimenti oħra kif meħtieġ fuq każijiet li jistgħu jkunu qed jiġu segwiti minn dak l-uffiċċju;

viii. Iwettaq riċerka legali, analiżi u rapporti fuq materji relatati mal-Ministeru;

ix. Jirrappreżenta lill-Ministeru fejn u kif meħtieġ;

x. Jikkordina xogħol legali bejn id-dipartimenti u l-entitajiet tal-Ministeru;

xi. Iwettaq dmirijiet bħala Compliance Liaison Officer;

xii. Jattendi laqgħat, konferenzi u seminars f'Malta u barra minn Malta, jirrappreżenta lis-Segretarju Permanenti u/jew rappreżentanti tiegħu/tagħha;

xiii. Iwettaq kwalunkwe kompitu ieħor li jingħatalu mis-Segretarju Permanenti kif jista' jkun meħtieġ;

xiv. Iwettaq kwalunkwe dmir ieħor kif ordnat 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' impjieġ 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' impjieġ minħabba li jkunu japplikaw għal dak il-pajjiż leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieġ permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-ligi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)' jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-

vii. Liaises with the Office of the Attorney General/State Advocate and other departments as necessary on cases that may be handled by that office;

viii. Carries out legal research, analysis and reports on issues relating to the Ministry's portfolio;

ix. Represents the Ministry where and as necessary;

x. Coordinates legal work among the departments and entities of the Ministry;

xi. Performs duties as a Compliance Liaison Officer;

xii. Attends meetings, conferences and seminars in Malta and abroad, representing the Permanent Secretary or his/her representative;

xiii. Undertakes any other tasks as may be assigned by the Permanent Secretary as may be required;

xiv. Undertakes any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been

membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mil Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima ta' Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-hatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-Malti u l-Ingliż;

iii. huma fil-pussess tal-warrant biex jipprattikaw il-professjoni ta' avukat f'Malta.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrISPETTIVAMENT jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal hatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-warrant rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf)xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali warrant. Il-persuni mahtura jridu jgħibu, jew ġew approvati, għat-tali warrant f i żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza għall-kisba tal-imsemmija warrant ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Kandidati li bhalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oġhla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-gheluq tas-sejha għal applikazzjonijiet. L-applikanti prospettivi għandhom

granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in Maltese and English;

iii. in possession of the warrant to practice the profession of advocate in Malta.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the warrant specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such warrant. Appointees must obtain, or be approved, for the award of such warrant within one year of their appointment date. If this stipulated deadline for the attainment of such warrant is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants

jinnutaw ir-reqwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-*holqa* aktar 'l isfel).

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 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 daħlet fis-seħh il-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 Uffiċjali pubbliċi li bhalissa għandhom hatra bhala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-baży tal-iskala kurrenti tagħhom bhala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew oghla minn, dak li hu meħtieġ minn din is-sejha għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-hatra bhala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejhiet għall-applikazzjonijiet.

Kwalunke reqwizit ieħor ta' eliġibbiltà għall-post/ pożizzjoni għandu jintlaħaq f'termini ta' din is-sejha għall-applikazzjonijiet.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Public officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the class/stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tar-Reklutaġġ, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi. L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifiki tal-applikant). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Ħin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. L-applikazzjonijiet jistgħu wkoll jiġu sottomessi permezz tal-Online Government Recruitment Portal fuq (<https://recruitment.gov.mt>) sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, kif indikat hawn fuq. Ittra elettronika ġġenerata mill-kompjuter tintbagħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provedimenti ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-ħħar mument biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

8. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell oġhla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzi ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Public Works. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. Applications can also be submitted through the online Government Recruitment Portal (<https://recruitment.gov.mt>) by the said closing time and date of this call for applications. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renunciation of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

jistgħu jiġu aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mill-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi, Blokk H (Ent. B), Triq Antonio Maurizio Valperga, Il-Furjana FRN 1710. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<https://infrastructure.gov.mt/>) u (recruitment1.mtip@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU GĦALL-EKONOMIJA, L-INTRAPRIŻA
U PROĠETTI STRATEĠIĊI

Post ta' Manager II (Research) fil-Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Is-Segretarju Permanenti, Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi, jilqa' applikazzjonijiet għall-post ta' Manager II (Research) fil-Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi.

Termini u Kundizzjonijiet

2.1 Din il-hatra hija suġġetta għal perjodu ta' prova ta' tmax-il (12) xahar.

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'suċċess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubbliċi sabiex ikunu eliġibbli għall-konferma tal-hatra.

2.3 Is-salarju ta' Manager II (Research) huwa ta' Skala ta' Salarju 7, li fl-2025 huwa ta' €30,506.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €33,694.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfacenti.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta'

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Recruitment Section, People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent. B), Triq Antonio Maurizio Valperga, Floriana FRN 1710. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Directorate are (<https://infrastructure.gov.mt/>) and (recruitment1.mtip@gov.mt).

2nd May, 2025

MINISTRY FOR THE ECONOMY, ENTERPRISE
AND STRATEGIC PROJECTS

Post of Manager II (Research) in the Ministry for the Economy, Enterprise and Strategic Projects

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Economy, Enterprise and Strategic Projects, invites applications for the post of Manager II (Research) in the Ministry for the Economy, Enterprise and Strategic Projects.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Research) is Salary Scale 7, which in the year 2025 is €30,506.98 per annum, rising by annual increments of €531.17 up to a maximum of €33,694.00.

2.4 A Manager II in Salary Scale 7 who are in a possession of a recognised Master's Degree at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857.00 in 2025) on completion of three (3) years service as Manager II in salary scale 7, subject to satisfactory performance.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's

Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

2.5 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 li għandha degree ta' Baċcellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) titla' fi Skala ta' Salarju 6 (€32,279.02 x €596.33 - €35,857.00 fis-sena 2025) wara sitt (6) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdied dmirha b'mod sodisfaċenti.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

2.6 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti, u ħlas ta' allowance tal-klassi annwali ta' €2,000, suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.7 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien iehor fil-qasam tar-Riċerka, skont il-postijiet vakanti stabbiliti.

2.8 Ir-rizultat ikun validu għal sentejn (2) mid-data tal-pubblikazzjoni.

2.9 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pozizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tan-notifika tal-ħatra.

2.10 Fir-rigward tar-rekwiziti li joħorġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interest fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-seħħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interest potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjeg mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interest

qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) will progress to Salary Scale 6 (€32,279.02 x €596.33 - €35,857.00 in 2025) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

2.6 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, subject to Central Administration's policies in force from time to time.

2.7 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere in Research, in accordance with established vacancies.

2.8 The result will be valid for a period of two (2) years from the date of publication.

2.9 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.10 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential

potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunkwe kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw hatra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II (Research) huma:

i. Jimmonitorja, jirriċerka, janalizza u jirrapporta regolarment dwar żviluppi fil-politika tal-UE f'oqsma assenjati inklużi websites u midja relatati mal-UE, sabiex jikkontribwixxi għall-iżvilupp ta' politika olistika u integrata tal-Ministeru u jappoġġja lid-Direttorat fl-iżvilupp ta' dokumenti relatati mal-UE u pożizzjonijiet politiki;

ii. Jimmonitorja mill-qrib il-proċess tat-tehid ta' deċizzjonijiet tal-UE billi jeżamina proposti u proposti emendati, hekk kif diskussi fi f'dan il-Kummissjoni, il-Kunsill u l-Parlament Ewropew, kif ukoll jikkonsulta, jipprovdi pariri u gwida lid-Direttorat dwar il-pożizzjoni li għandha tiġi addottata;

iii. Ifassal f'waqtu rapporti ta' tagħrif u sfond, noti ta' spjegazzjoni, noti ta' istruzzjoni, noti ta' taħdit għal laqgħat ministerjali, gruppi ta' ħidma tal-kunsill, Coreper, laqgħat tal-kumitati, gruppi ta' ħidma tal-Kummissjoni jew kwalunkwe laqgħat oħra tal-UE jew internazzjonali;

iv. Ihejji sommarji li jaqgħu taħt il-Ministeru, inkluż (imma mhux biss) fuq komunikazzjonijiet, direttivi, regolamenti u dokumenti oħra relatati ma' setturi speċifiċi kif indikat mid-direttur/assistent direttur u dan sabiex jiżgura li l-pożizzjoni tal-Ministeru hija riflessa f'dawn ir-rapporti u noti ta' struzzjoni;

v. Isegwi obbligi li joħorġu mil-leġiżlazzjoni tal-UE inklużi traspożizzjonijiet, obbligi internazzjonali oħra jew kwalunkwe obbligi oħra li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

vi. Jiżviluppa konsultazzjoni u kollaborazzjoni effettiva ma' dipartimenti u entitajiet, kif ukoll ma' ministeri tal-Gvern u partijiet interessati esterni, sabiex jikkontribwixxi lejn it-tnejn u l-konsolidazzjoni tal-pożizzjoni ta' Malta dwar

conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Duties

3. The job duties for the post of Manager II (Research) include:

i. Regularly monitors, researches, analyses and reports on developments in EU policy in assigned areas, including EU-related websites and media, in order to contribute towards the development of a holistic and integrated Ministry policy and to support the Directorate in developing EU-related papers and policy positions;

ii. Closely monitors the decision-making process, including examination of proposals and amended proposals being discussed within the Commission, Council and European Parliament, consults, provides advice and guidance to the Directorate on the position to be adopted;

iii. Drawing up in a timely manner, accurate briefing and background reports, explanatory notes, instruction notes, speaking notes for ministerial meetings, council working parties, Coreper, committee meetings, commission working groups or any other EU or international Meetings;

iv. Drawing up of positions on dossiers pertaining to the Ministry's portfolio, including but not limited to communications, directives, regulations and any such other documents with regard to specific areas as indicated by the director/assistant director, ensuring that the Ministry's concerns are effectively factored into such reports and instruction notes;

v. Follows up on obligations arising from EU legislation, including transpositions, other international obligations, or any other obligations that fall under the responsibility of the Ministry;

vi. Develops effective consultation and collaboration with line departments and entities, Government ministries and external stakeholders, so as to contribute towards the preparation and consolidation of Malta's position on EU

azzjonijiet legiżlattivi u ta' politika tal-UE u Internazzjonali, kif assenjati mid-Direttur u l-Assistent Direttur, u jassisti biex jiżgura li l-obbligi relatati tal-Ministeru jiġu implimentati fil-hin;

vii. Jikkonsulta u jzomm laqgħat mal-ministeri oħra sabiex jinstabu kompromessi dwar oqsma ta' politika konfliġġenti billi jwettaq ir-riċerka, l-analiżi meħtieġa u sussegwentement billi jiftiehem b'mod bilaterali dwar triq oħra ta' kompromess;

viii. Jiżgura livell għoli ta' komunikazzjoni ma' direttorati, dipartimenti u entitajiet oħra fil-kompetenza tal-Ministeru, biex iżzommhom infurmati dwar l-iżviluppi rilevanti tal-UE u biex jidentifika u jimmarka kwistjonijiet ewlenin;

ix. Jikkordina l-konsultazzjonijiet ma' partijiet interessati tal-Gvern u dawk pubbliċi relatati mal-qasam ta' responsabbiltà kif u meta meħtieġ;

x. Jattendi laqgħat, konferenzi u seminars kif meħtieġ (kemm lokali kif ukoll barra l-pajjiż), isegwi u jirrapporta r-riżultati;

xi. Iwettaq kull xogħol ieħor li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xii. Kwalunkwe dmir ieħor kif ordnat 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' legiżlazzjoni 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 legiżlazzjoni 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-legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

and International legislative and policy actions, with respect to policy areas as assigned by the Director and Assistant Director, and assists to ensure that the Ministry's related obligations are implemented in a timely manner;

vii. Consults and holds meetings with other ministries in order to gather their positions on cross-cutting policy areas and also find compromises on conflicting policy issues by performing the necessary research, analysis and subsequently by bilaterally agreeing on a compromised way forward;

viii. Ensures a high level of communication with other directorates, line departments and entities within the Ministry's remit, to keep them informed about relevant EU developments and to identify and flag key issues;

ix. Coordinates stakeholder and public consultations related to the area of responsibility as and when required;

x. Attends meetings, conferences and seminars as required (both locally and abroad), follow up and reports outcomes;

xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xii. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi hdan l-Aġenzija Komunità Malta u tat-Taqsima tal-Espatrijati fi hdan Identità skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-hruġ 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 fil-lingwa Inġliża;

U

iii. ikollhom Master's degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fl-Istatistika jew Ekonomija jew International Affairs jew International Relations jew fl-Istudji Ewropej jew fl-Istudji Legali Ewropej jew Soċjoloġija jew Liġi jew Public Policy jew Business Administration jew Strategic Management jew Marketing jew Kummerċ jew f'oqsma rilevanti kif determinat mill-manigment.

*Kwalifika ta' Master's rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Master's mill-MQRIC tiġi sottomessa mal-applikazzjoni. Kwalifika ta' Master's rikonoxxuta mill-Università ta' Malta (mogħtija qabel l'2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

JEW

iv. ikollhom degree ta' Baċcellerat rikonoxxuta f'livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-Istatistika jew Ekonomija jew

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. be proficient in the Maltese and English language;

AND

iii. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Statistics or Economics or International Affairs or International Relations or European Studies or European Legal Studies or Sociology or Law or Public Policy or Business Administration or Strategic Management or Marketing or Commerce, or in relevant areas as determined by management.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

iv. in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Statistics or Economics or

International Affairs jew International Relations jew l-Istudji Ewropej jew l-Istudji Legali Ewropej jew Soċjoloġija jew Liġi jew Public Policy jew Business Administration jew Strategic Management jew Marketing jew Kummerċ jew f'oqsma rilevanti kif determinat mill-manigment u tmien (8) snin esperjenza manigerjali sodisfaċenti.

*Kwalifika rikonoxxuta komparabbli ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss sugġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubbliċi li japplikaw għal dan il-post iridu jkunu kkonfermati fil-hatra attwali tagħhom, sakemm il-hatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pożizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal hatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifiki msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-għoti tal-kwalifika inkwistjoni.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oghla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-għeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-reqwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-holqa aktar 'l isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet generali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-għoti tat-tali kwalifika. Il-persuni maħtura jridu jġibu, jew ġew approvati, għat-tali kwalifika fi żmien sena mid-data tal-hatra tagħhom. Jekk l-iskadenza ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

International Affairs or International Relations or European Studies or European Legal Studies or Sociology or Law or Public Policy or Business Administration or Strategic Management or Marketing or Commerce, or in relevant areas as determined by management and eight (8) years satisfactory managerial experience.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the abovementioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn bord tal-għażla biex jiġi ddetminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.3, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (Servizzi Korporattivi), Ministeru għall-Ekonomija, l-Intrapriża u l-Proġetti Strateġiċi, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjeg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Fini Ċentrali Ewropew) ta' nhar il-Ġimgħa, 16 ta' Mejju, 2025. Ittra elettronika ġġenerata mill-komputer tintbagħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaslu wara d-data u l-ħin tal-għeluq (i.e. applikazzjonijiet tard) ma jiġux aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-ħin tal-għeluq ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

8. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

Submission of Supporting Documentation

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (Corporate Services), Ministry for the Economy, Enterprise and Strategic Projects, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a certificate of conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 16th May, 2025. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

7.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

benefiċċji applikabbli, kundizzjonijiet u regoli/ regolamenti;

applikazzjonijiet laterali;

bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;

kwalifiki f'livell ogħla;

livell komparattiv tal-impjegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jistgħu jiġu aċċessati permezz fl-indirizz (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Ekonomija, l-Intrapriża u Proġetti Strateġiċi, Millenia Buildings, l-ewwel sular, Triq Aldo Moro, Marsa. Dawn id-dispozzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-indirizz elettroniku tad-Dipartiment huwa (recruitment.meep@gov.mt).

It-2 ta' Mejju, 2025

MINISTERU TAL-INTERN, IS-SIGURTÀ U
X-XOGHOL

Post ta' Kuntistabbli tal-Pulizija fil-Ministeru tal-Intern, is-Sigurtà u x-Xogħol

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Il-Kummissarju tal-Pulizija, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, jilqa' applikazzjonijiet għall-post ta' Kuntistabbli tal-Pulizija, fid-Dipartiment tal-Pulizija, fil-Ministeru tal-Intern, is-Sigurtà u x-Xogħol.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' (2) sentejn.

2.2 Is-salarju ta' Kuntistabbli huwa ta' Skala ta' Salarju 14, li fl-2025 huwa ta' €19,591.02 fis-sena, li jiżdied bi €316.83 fis-sena sa massimu ta' €21,492.00.

applicable benefits, conditions and rules/regulations;

lateral applications;

reasonable accommodation for registered persons with disability;

submission of recognition statements in respect of qualifications;

qualifications at a higher level;

comparative level of Public Sector employees;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

access to application forms and related details;

retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Enterprise and Strategic Projects, Millenia Buildings, first floor, Aldo Moro Rd, Marsa. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Section is (recruitment.meep@gov.mt)

2nd May, 2025

MINISTRY FOR HOME AFFAIRS, SECURITY AND
EMPLOYMENT

Post of Police Constable in the Ministry for Home Affairs, Security and Employment

Nomenclatures denoting the male gender include also the female gender.

1. The Commissioner of Police, Ministry for Home Affairs, Security and Employment, invites applications for the post of Police Constable, in the Police Department in the Ministry for Home Affairs, Security and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of two (2) years.

2.2 The salary for the post of Police Constable is Salary Scale 14, which in 2025 is €19,591.02 per annum, rising by annual increments of €316.83 up to a maximum of €21,492.00.

2.3 Persuna fil-grad ta' Kuntistabbli titla' fi Skala 13 (li fl-2025 huwa ta' €21,042.00 x €335.50 - €23,055.00) wara sentejn (2) fis-servizz fil-grad, jekk tkun qdriet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Kuntistabbli titla' fi Skala 12 (li fl-2025 huwa ta' €22,526.00 x €354.00 - €24,650.00) wara erba' (4) snin fis-servizz fi Skala 13, jekk tkun qdriet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Kuntistabbli tavvanza għal Kuntistabbli Anzjan fi Skala 11 (li fl-2025 hija ta' €24,038.98 x €375.17 - €26,290.00) wara (2) sentejn fis-servizz fi Skala 12, jekk tkun qdriet dmirha b'mod sodisfaċenti.

2.6 Minhabba n-natura tax-xogħol, il-post ta' Kuntistabbli tattira wkoll allowances kif speċifikat fil-ftehim settorjali tal-Korp tal-Pulizija intitolat, 'Sectoral Agreement Regulating the Conditions of Service for the Police Force, 2023'.

2.7 Matul iż-żmien li l-kandidati jkunu jattendu l-kors fl-Akkademja tal-Forzi Dixxiplinati, jithallsu l-paga bażika ta' Skala 16 (li fis-sena 2025 hija ta' €16,915.00) sakemm jiehdu l-gurament tal-hatra bhala Kuntistabbli tal-Pulizija bi Prova.

2.8 Il-kandidati magħżula għandhom ikunu ta' kondotta xierqa għall-post/pozizzjoni li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn sitt (6) xhur qabel id-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, li għandu jiġi sottomess mill-persuna magħżula fi żmien ġimgha (1) mid-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet. Applikanti se jkunu suġġetti għas-Security Clearance u dawk li qed japplikaw minn Korpi Dixxiplinari oħra se jkunu ukoll suġġetti għall-kondotta ta' dmir mill-Korpi Dixxiplinari tagħhom.

2.9 Fir-rigward tar-reqwiziti li joħroġu mid-Direttiva 16, dwar il-'Qafas Governattiv għall-Prevenzjoni u l-Ġestjoni ta' Kunflitti ta' Interess fl-Amministrazzjoni Pubblika', maħruġ mis-Segretarju Permanenti Ewlieni fis-27 ta' Novembru, 2023, u li daħal fi-sehħ fl-1 ta' Frar, 2024, il-bord tal-għażla se jivvaluta l-impjiegi preċedenti tal-kandidati biex jevalwa l-kunflitti ta' interess potenzjali. F'dan ir-rigward, il-kandidati għandhom jipprovdu CV kompletament aġġornat, inkluż il-kwalifiki u l-istorja tal-impjiegi mal-applikazzjoni tagħhom. Kwalunkwe kwistjoni ta' kunflitt ta' interess potenzjali nnutata għandha tiġi rrapportata lis-Segretarju Permanenti rispettiv biex jiġi żgurat li, jekk il-kandidat jiġi reklutat, tali kunflitti ta' interess ikunu mmaniġġjati b'mod xieraq.

2.3 A Police Constable will progress to Scale 13 (which in 2025 is €21,042.00 x €335.50 - €23,055.00) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Police Constable will progress to Scale 12 (which in 2025 is €22,526.00 x €354.00 - €24,650.00) on completion of four (4) years service in Scale 13, subject to satisfactory performance.

2.5 Police Constables will advance to Senior Police Constables, Salary Scale 11 (which in 2025 is €24,038.98 x €375.17 - €26,290.00) after performing two (2) years of satisfactory service in Scale 12.

2.6 Due to the nature of work, the post of Police Constable also attracts allowances as specified in the Sectoral Agreement of the Police Force entitled 'Sectoral Agreement Regulating the Conditions of Service for the Police Force, 2023'.

2.7 During the time that the candidates are attending the course at the Academy for Disciplined Forces as Police Recruit, they will receive a salary commensurate to the entry point of Salary Scale 16 (which in year 2025 is €16,915.00) until they are sworn in as Probationary Police Constables.

2.8 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the closing date of this call for applications. Applicants will be made subject to Security Clearance and those applying from other Disciplinary Forces are also subject to performance conduct from their Disciplinary Forces.

2.9 In terms of the requirements emanating from Directive 16, regarding the 'Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration', issued by the Principal Permanent Secretary on 27th November, 2023, and which came into force on 1st February, 2024, the selection board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Barra minn hekk, il-kandidati magħżula għandhom jirrapportaw kwalunke kunflitt ta' interess magħruf, attwali, potenzjali jew apparenti qabel ma jaċċettaw haġra, permezz tad-Dikjarazzjoni preskritta disponibbli fl-Appendiċi 1 tad-Direttiva 16 (disponibbli minn (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Kuntistabbli tal-Pulizija huma:

i. Iżomm l-ordni u l-kwiet pubbliku, li ma jhallix isiru reati, li jgħib 'il quddiem u jwettaq it-tharis tal-liġijiet, bhala l-ewwel garanzija tad-drittijiet ta' kull persuna f' Malta, ukoll qabel ma tkun meħtieġa xi azzjoni permezz tas-sistema ġudizzjarja għar-ripressjoni, sanzjoni jew rimedju ta' xi ksur;

ii. Jirrispondi minnufih għal kull talba għall-harsien u l-intervent tal-liġi;

iii. Japplika l-liġi mingħajr ebda diskriminazzjoni minhabba f' xi raġuni bhas-sess, ir-razza, il-kultur, il-lingwa, ir-religjon, il-fehma politika jew xi fehma oħra, l-origini nazzjonali jew soċjali, l-assoċjazzjoni ma' minoranza nazzjonali, il-proprjetà, it-twelid jew kull status ieħor;

iv. Igħib 'il quddiem il-koeżistenza ordinata u paċifika tal-persuni kollha f' Malta, filwaqt li jiehu hsieb kif dovut mhux biss tad-drittijiet dwar il-proprjetà privata imma ukoll dwar il-proprjetà pubblika;

v. Iffittex li jhars l-ambjent bhala parti mill-ġid komuni;

vi. Jgħin f' limiti raġonevoli, lil kull persuna li tkun qed tfitx l-għajnuna ta' pulizija jew xi uffċjal pubbliku ieħor biex fl-aħħar mill-aħħar tiġi pprovduta dik l-għajnuna ukoll jekk ir-responsabbiltà ma tkunx tippartjeni lill-Korp;

vii. Iwettaq onestament u effettivament dawk id-dmirijiet kollha assenjati lilu mill-Kummissarju tal-Pulizija jew b'xi liġi oħra;

viii. Kwalunkwe kompitu ieħor li l-Kummissarju tal-Pulizija jista' jiddelega lilu/ha kif jista' jkun meħtieġ;

ix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Rekwiziti tal-Eligibbiltà

4.1 L-applikanti għandhom ikunu:

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available from (<https://publicservices.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf>)).

Duties

3. The job duties for the post of Police Constable include:

i. Preserves public order and peace, to prevent the commission of offences, to promote and enforce the observance of the laws, as a first guarantee of the rights of all persons in Malta, even before action is needed through the judicial system to repress, sanction or remedy any breach;

ii. Responds immediately to any request for the protection and intervention of the law;

iii. Applies the law without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, property, birth, or any other status;

iv. Promotes the orderly and peaceful coexistence of all persons in Malta, paying due attention not only to private property rights but also to public property rights.

v. Seeks to protect the environment as part of the common good;

vi. Assists, within reasonable limits, any person seeking help of a police or any other public officer, even though the ultimate responsibility to provide such help may not lie within the Force;

vii. Performs honestly and effectively all duties assigned by the Commissioner of Police and by any law;

viii. Undertakes any other tasks which the Commissioner of Police may delegate to him/her, as may be required;

ix. Any other duties as directed by the Principal Permanent Secretary.

Eligibility Requirements

4.1 Applicants must be:

<p>i. ċittadini ta' Malta;</p> <p>ii. ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;</p> <p>iii. (a) fil-pussess ta' pass (fi Grad 5 jew C jew f'livell kumparabbli) f'Livell 3 tal-MQF f'erba' (4) suġġetti li jkunu jridu jinkludu l-Malti u l-Lingwa Ingliża;</p>	<p>i. citizens of Malta;</p> <p>ii. have the ability to communicate in the Maltese and English languages;</p> <p>iii. (a) in possession of a pass (at least at Grade 5 or C or a comparable level) at MQF Level 3 in four (4) subjects which must include Maltese and English Language;</p>
<p>JEW</p>	<p>OR</p>
<p>iii. (b) fil-pussess ta' kwalifika f'livell VET 3 jew Secondary School Certificate and Profiling Qualification f'Livell 3 tal-MQF fil-Malti, Ingliz u f'żewġ suġġetti ohra bhala units ta' studju separati fil-kors li jkunu segwew.</p>	<p>iii (b) in possession of a Level 3 VET qualification or a Secondary School Certificate and Profiling qualification at MQF Level 3 in Maltese, English Language and any two other subjects as separate study units within the course pursued.</p>
<p>Applikanti li jkollhom fil-pussess tagħhom MCAST Diploma f' Livell 3 tal-MQF, jew MCAST-BTEC First Diploma jew MCAST- BTEC Diploma jew Ċertifikat tas-City and Guilds f'Livell 2 jiġu kkunsidrati wkoll sakemm is-suġġett ikun relatat mal-Pulizija;</p>	<p>Applicants in possession of an MCAST MQF Level 3 Diploma, or an MCAST-BTEC First Diploma, or an MCAST BTEC Diploma or a City and Guilds Level 2 Certificate will also be considered as long as this is in a police related subject;</p>
<p>iv. ikunu għalqu t-tmintax-il (18) sena sal-aħħar ta' Mejju 2026;</p>	<p>iv. have attained their eighteenth (18) birthday by end of May 2026;</p>
<p>v. ma jkunux għalqu d-disgħa u tletin (39) sena sal-aħħar ta' Mejju 2026;</p>	<p>v. have not attained their thirty-ninth (39) birthday by end of May 2026;</p>
<p>vi. ikunu medikament b'saħħithom f'kull rispett, kemm fizikament kif ukoll mentalment, skont l-istandard mediku ta' saħħa fil-Korp biex ikunu jistgħu jaqdu d-doveri kollha ta' Pulizija;</p>	<p>vi. be medically fit in all respects, physically and mentally, in accordance with the medical standards of fitness in the Force to be able to perform all Police duties;</p>
<p>vii. applikazzjonijiet minn kandidati li jkollhom fuq il-persuna tagħhom tatwaġġi u/jew body piercing u/jew modifikazzjonijiet oħrajn jiġu rregolati mill-policy tal-Malta Police Force Tattoos fil-holqa (http://pulizija.gov.mt/en/police-force/police-vacancies/Documents/POL-TAT.pdf);</p>	<p>vii. applications by candidates having tattoos and/or heavy body piercing and/or body modifications will be regulated as per the Malta Police Force Tattoos Policy found at the link (http://pulizija.gov.mt/en/policeforce/police-vacancies/Documents/POL-TAT.pdf);</p>
<p>viii. applikazzjonijiet minn kandidati li għandhom body modifications, u/jew body piercing jiġu kkunsidrati skont il-każ.</p>	<p>viii. applications by candidates having body modifications and/or body piercing will be considered on an caseby- case basis.</p>
<p>4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif speċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet ġenerali (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika sat-30 ta' Lulju, 2025.</p>	<p>4.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 30th July, 2025.</p>

(ii) Kandidati li bhalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oghla minn dak mitlub hawn fuq jigu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-għeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejha għall-applikazzjonijiet (ara l-holqa aktar 'l isfel).

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 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 daħlet fis-seħh il-hatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejha għall-applikazzjonijiet.

Kwalunkwe kriterju ieħor ta' eliġibbiltà għall-post irid jigi sodisfatt skont din is-sejha għall-applikazzjonijiet.

4.4 Uffiċjali pubbliċi li bhalissa għandhom hatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq bażi personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il-baży tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew oghla minn, dak li hu meħtieġ minn din is-sejha għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-hatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodisfaw is-snin meħtieġa ta' 'servizz fil-grad' kif stipulat fis-sejha għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eliġibbiltà għall-post/ pożizzjoni għandu jintlaħaq f'termini ta' din is-sejha għall-applikazzjonijiet.

4.5 Barra minn hekk, kandidati li huma parzjalment eliġibbli li jintalbu jattendu fil-Kwartieri Ġenerali tal-Pulizija, il-Furjana, sabiex jimlew formoli ta' kunsens u dikjarazzjoni. Matul il-proċess kollu sal-istadju tal-hatra, isir screening adegwat fuq kull kandidat. Jekk jirrizulta li jew id-dikjarazzjoni sottomessa tkun falza jew l-applikant jonqos milli jissodisfa l-livell ta' kondotta meħtieġa, il-kandidat jigi skwalifikat u jkun eskluż milli jipproċedi fil-proċess tal-għażla.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.3 Public officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the class/stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of 'service in the grade' as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

4.5 Furthermore, partially eligible candidates shall be requested to attend at the Police General Headquarters, Floriana, for them to complete a declaration and consent forms. Throughout the process, up to appointment stage, due screening will be carried out on each candidate. If it transpires that either the submitted declaration was false or that the required degree of conduct is not met, the candidates will be disqualified and will be precluded from proceeding further in the selection process.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal tar-Reklutaġġ (<https://recruitment.gov.mt>).

5.2. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6. L-EWWEL PARTI – TEST MEDIKU PRELIMINARI U EFFIĊJENZA FIZIKA

6.1 L-applikanti se jkunu suġġetti għal Test Mediku Preliminari.

6.2 L-applikanti se jkunu wkoll suġġetti għat-test Effiċjenza Fizika li għandu jsir taħt bord tal-għażla mahtur mill-Kummissarju tal-Pulizija, biex jiġi żgurat li jkunu f'saħħithom skont l-istandards tal-Korp tal-Pulizija skont kif hawn taħt:

Test ta' Effiċjenza

L-1 FAŽI: MULTI-STAGE FITNESS TEST 'BLEEP TEST 15-METERS'

It-test jibda bir-rakkomandazzjoni tal-15 Meters Multi stage fitness test imsejjaħ bħala 'bleep test' (<https://www.youtube.com/watch?v=nNsVzKt5IPQ>). Dan it-test huwa bbażat fuq evidenza xjentifika u huwa ddisinjat biex jaqbel mal-htigiet aerobiċi tat-Taħriġ tas-Sigurtà Personali.

Waqt li jisma' r-recording tal-Multistage Fitness Test, l-applikant għandu jiġri lejn u minn distanza ta' 15-il metru fil-ħin mal-bleeps.

Jekk jasal fil-linja tat-tarf qabel ma jinstema' l-bleep, irid jistenna l-bleep qabel jkompli jiġri u għandu jaġġusta l-veloċità tiegħu kif xieraq.

Il-ħin bejn il-bleeps għall-ewwel huwa bil-mod (il-bleeps huma madwar seba' sekondi 'l bogħod minn xulxin) iżda jsiru aktar spissi hekk kif it-test javvanza.

Hekk kif it-test javvanza, se jkun iktar diffiċli li jlahhaq mal-veloċità meħtieġa.

Ikun hemm penali jekk l-applikant jonqos milli jilhaq il-linja fil-bleep xieraq. Total ta' tliet (3) penali huma aċċettati bit-tielet waħda tirriżulta fit-tmiem tat-test.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

6. PART ONE – PRELIMINARY MEDICAL TEST AND PHYSICAL EFFICIENCY TEST

6.1 Applicants will be subject to a Preliminary Medical Test appointed by the Commissioner of Police.

6.2 The applicant is also subject to a Physical Efficiency Test to ensure fitness to the Malta Police Force standards as shown below:

Physical Efficiency Test

PHASE 1: MULTI-STAGE FITNESS TEST 'BLEEP TEST 15-METERS'

The test starts with the recommendation of the 15 Meters Multi Stage fitness test referred to as the 'bleep test' (<https://www.youtube.com/watch?v=nNsVzKt5IPQ>). This test is based on scientific evidence and is designed to match the aerobic demands of Personal Safety Training.

While listening to the Multistage Fitness Test recording the applicant should run to and from along the 15-meter distance in time with the bleeps.

If the applicant arrives at the end line before the bleep sounds, the applicant needs to wait for the bleep before resuming running and should adjust the speed accordingly.

The timing between bleeps is slow at first (the bleeps are about seven seconds apart) but they become faster as the test progresses.

As the test progresses, it will become more difficult to keep up with the required speed.

If the applicant fails to reach the line in the appropriate bleep a penalty is incurred. A total of three (3) penalties is accepted with the third one resulting in the end of the test.

It-test jinvolvi 15-metre shuttle runs b'hin totali ta' 3 minuti u 35 sekonda. Jekk l-applikant jonqos milli jilhaq il-livell ta' 5.4 jiġi skwalifikat u ma jkomplix għat-tieni test.

IT-2 FAŽI: JOB-RELATED CIRCUIT TEST

L-1 Ostaklu: L-applikant joqgħod fil-karozza tal-għassa biċ-ċinturin tas-sigurtà milbus u b'idejh fuq l-istearing wheel. Mas-saffara l-applikant johroġ mill-vettura u jiġri għal 40 metru lejn l-ewwel stazzjon.

It-2 Ostaklu: L-applikant ikollu jaqbeż barrikata tal-ilma li tkun ~ 80cm għolja.

It-3 Ostaklu: L-applikant irid jagħmel tyre shuffle ta' ntax-il tyre.

It-4 Ostaklu: L-applikant irid jaqbeż minn fuq barrikata tal-pulizija.

It-5 Ostaklu: L-applikant irid idawwar tajer ta' 50 kilo għal darbtejn.

It-6 Ostaklu: L-applikant irid jitla' taraġ, idur ma' cone, u jinżel it-taraġ. Huwa importanti li mill-inqas sieq waħda titqiegħed fuq kull taraġ għat-tul kollu tat-taraġ.

It-7 Ostaklu: L-applikant irid jiġri tul passagġ bejn tajers għal 15-il metru.

It-8 Ostaklu: L-applikant irid ikaxkar manikin ta' 50 kilo għal distanza ta' 20 metru.

It-9 Ostaklu: L-applikant irid jitkaxkar taħt għoli ta' 60 centimetru għal tul ta' 4 metri.

L-applikant jispiċċa l-korsa ladarba ddoqq il-qanpiena fil-linja tat-tmiem. Jekk l-applikant jonqos milli jlesti wiehed (1) mid-disa' (9) ostakli ta' hawn fuq, jiġi skwalifikat awtomatikament. It-test irid jitlesta fi żmien massimu ta' 2 minuti u 30 sekonda.

RIMARKI OHRA

1. Il-General Physical Intake Standards Test jinqasam f'żewġ partijiet b'perjodu ta' mistrieħ ta' 15-il minuta għal-stretching u l-idratzzjoni

2. It-testijiet isiru fiż-żona tal-parkeġġ tal-Kumpless Ta' Kandja u l-bini tal-gymnasium. Se jsir assessjar tar-riskju sabiex timminimizza u taċċerta li r-riskji kollha tneħħew jew tnaqqsu. Persunal iċċertifikat fl-Ewwel Għajnuna se jkun fuq il-post.

The test involves a 15-meter shuttle run with a total time of 3 minutes 35 seconds. If an applicant fails to reach the level of 5.4 they will be dismissed and would not continue onto the second test.

PHASE 2: JOB-RELATED CIRCUIT TEST

Obstacle 1: Applicant would sit in patrol car with seatbelt fastened and hands on the steering wheel. On whistle, person exists the vehicle and runs for 40 meters to the first station.

Obstacle 2: Applicant would have to jump a water barrikata which is ~ 80 cm in height.

Obstacle 3: Applicant would tyre shuffle 12 tyres.

Obstacle 4: Applicant would jump over a police barrikata.

Obstacle 5: Applicant would flip a 50 kilogram tyre twice.

Obstacle 6: Applicant would climb a flight of stairs, turn around a cone, and climb down the stairs. It is important that at least one foot is placed on each step for the entire flight of stairs.

Obstacle 7: Applicant would run along a path between tyres for 15 meters.

Obstacle 8: Applicant would drag a dummy of 50 kilograms and 20meters distance.

Obstacle 9: Applicant would crawl under a height of 60 centimeters for the duration of 4 meters

Applicant finishes the course once they ring a bell at the finish line. If an applicant fails to complete one (1) of the above nine (9) stations, it is considered to be an automatic failure. The test must be completed within a maximum time of 2 minutes 30 seconds.

OTHER REMARKS

1. The General Physical Intake Standards Test will be split into two parts with a 15 Minute Rest Period for stretching and hydration.

2. The tests will be carried out at the Ta' Kandja Complex parking area and the gymnasium building. A risk assessment will be conducted so to minimise and ascertain that all risks have been removed or reduced. First-Aid Certifies Personnel will be on site.

3. L-applikanti kollha li jwettqu t-test għandhom jimlew Kwestjonarju ta' Preparazzjoni għall-Attività Fizika (formola PAR-Q).

4. Għalliem tal-fizika jkun fuq il-post matul it-test sabiex jassisti u jiżgura s-sigurtà

5. Resit ikun disponibbli fi żmien ġimgħa għal dawk li jfallu. Ir-resits għandhom isiru b'mod sħiħ.

6.3 Il-kandidati li ma jgħaddux ikunu jistgħu jerġgħu joqogħdu għat-test sħiħ fi żmien ġimgħa (1).

6.4 Huma dawk il-kandidati biss li jgħaddu mit-Test Mediku Preliminari u mit-test tal-Effiċjenza Fizika li mbagħad jipproċedu għall-Intervista Selettiva.

7. IT-TIENI PARTI – INTERVISTA SELETTIVA

7.1 Intervista selettiva hija intiża sabiex ikunu magħrufa dawk il-kwalitajiet personali tal-kandidati, bħal personalità, żveltezza, intelligenza, komportament personali, kortesija, sens komun u oħrajn meħtieġa minn kuntistabbli.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

7.3 Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.4 Huma biss il-kandidati li jkun għaddew b'suċċess mill-intervista selettiva li jkun sugġetti li jagħmlu l-eżami mediku. Ir-riżultat tal-intervista selettiva jkun ikkunsidrat bħala proviżorju fl-ordni ta' mertu, li jibqa' jgħodd sa sentejn (2) min-notifika tar-riżultat.

7.5 Il-kandidati huma marbutin bi ftehim f'xi skema oħra ta' apprentistat, ma jkunux jistgħu jidhlu f'din l-iskema sakemm ma jgħibux ċertifikat mill-Jobsplus li jhollhom mill-ftehim tal-iskema ta' apprentistat ieħor.

8. IT-TIELET PARTI – EŻAMI MEDIKU KOMPLUT

8.1 Il-kandidati li jgħaddu mill-intervista selettiva jiġu msejja għall-eżami mediku skont l-ordni tal-mertu sabiex eventwalment ikunu jistgħu jimtlew pozzizzjonijiet vakanti. Il-kandidati li ma jgħaddux mill-eżami mediku ma jithallew jipproċedu għal parti erbgha kif tidher hawn taħt.

9. IR-RABA' PARTI – IR-REKLUTAĠĠ

9.1 Ir-rekluti tal-pulizija għandhom jattendu b'mod obligatorju għal programm ta' taħriġ u joqogħdu għall-valutazzjonijiet kollha. Ir-rekluti se jkun intitolati wkoll għall-uniformijiet.

3. All applicants conducting the test must complete a Physical Activity Readiness Questionnaire (PAR-Q form)

4. A physical instructor will be on-site during the test in order to assist and ensure safety.

5. A resit will be available within a week to those who fail. Resits must be conducted in full.

6.3 Candidates who fail will be able to effect a resit within (1) week.

6.4 Only candidates who pass all components of the Preliminary Medical Test and the Physical Efficiency Test will proceed to the Selective Interview.

7 PART TWO – SELECTIVE INTERVIEW

7.1 A selective interview designed to bring to the fore those personal qualities in a candidate, such as personality, alertness, intelligence, personal bearing, courtesy, common sense, etc., required of a police constable will be held.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

7.3 The maximum mark for this selection process is 100% and the pass mark is 50%.

7.4 Only candidates who pass in the selective interview will proceed to the medical test. The result of the Selective Interview will be considered as a provisional order of merit, which will remain valid for a period of two(2) years from the notification of results.

7.5 Candidates who are already bound by an agreement of apprenticeship shall be precluded from proceeding further with the course, unless they obtain from Jobsplus a certificate of their release from the engagement.

8 PART THREE – FULL MEDICAL TEST

8.1 Candidates who pass the selective interview will be called for a full Medical Test according to the provisional order of merit and subject to the availability of vacancies. Candidates who fail in any part of the full Submission of supporting documentation Selection Procedures medical test will not be allowed to proceed to part four.

9 PART FOUR – TRAINEESHIP

9.1 Police recruits are to compulsory attend for a training programme and sit for all assessments. Police recruits will also be entitled to uniforms.

9.2 Il-programm ta' taħriġ huwa akkreditat b'mod kongunt mill-Università ta' Malta u l-MFHEA fil-Livell 4 tal-MQF.

9.3 Il-programm ta' taħriġ se jsir fuq medda ta' madwar 12-il xahar u se jsir parzjalment fl-Akkademja tal-Forzi Dixxiplinati u parzjalment fl-Università ta' Malta jew f'xi post ieħor kif meħtieġ.

9.4 Ir-rekluti għandhom jattendu mill-inqas 90% tal-kors u jgħaddu b'suċċess mill-valutazzjonijiet kollha biex jiksbu ċertifikat akkreditat mill-Università ta' Malta u l-MFHEA.

9.5 Il-programm ta' taħriġ huwa magħmul minn tliet komponenti: teorija, prattika u impjieg possibilmment fuq bażi ta' xift. Barra minn hekk, parti mit-taħriġ fl-Akkademja għall-Forzi Dixxiplinati jista' jkun fuq bażi residenzjali.

9.6 Il-marka massima tal-assessjar hija dik ta' 100% u l-marka tal-moġhdija hija skont il-programm tal-kors u r-regolamenti tal-Università ta' Malta.

9.7 L-ordni finali tal-mertu tkun determinata mill-marki totali miksuba matul il-kors kollu tat-taħriġ. Dawk li jonqsu, ma jinhatrux Kuntistabbli tal-Pulizija bi Prova u se jkollhom it-traineeship tagħhom mitmum. Il-programm ta' taħriġ se jkun irregolat skont ir-regolamenti tal-Università ta' Malta u dawk tal-Akkademja għall-Forzi Dixxiplinati.

9.8 Il-postijiet vakanti jimtlew skont l-ordni finali tal-mertu u suġġett għad-disponibbiltà tal-postijiet vakanti. L-ordni tal-mertu tkun valida għal kull sentejn (2) min-notifika tar-riżultati.

9.9 Ir-Rekluti huma suġġetti għal dixxiplina skont ir-Regolamenti Dixxiplinari tal-PSC.

9.10 Il-Kummissarju tal-Pulizija jista' jtemm fi kwalunkwe hin it-traineeship ta' pulizija li jkun qed jitharreg progress mhux sodisfaċenti, imġiba hażina, attitudni hażina jew nuqqas ta' motivazzjoni.

Sottomissjoni tal-Applikazzjoni

10.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Human Resources Section, Dipartiment tal-Pulizija, Ministeru għall-Intern, is-Sigurtà u x-Xogħol, permezz tal-Portal tar-Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae kompletament aġġornat (li għandu jinkludi lista tal-kwalifiki tal-applikant u l-istorja tal-impjieg). Id-data tal-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Flin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 30 ta' Mejju, 2025. Itra elettronika ġġenerata mill-kompjuter

9.2 The training programme is jointly accredited by the University of Malta and the MFHEA at MQF Level 4.

9.3 The training programme will run over a period of around 12 months and will be held partly at the Academy for Disciplined Forces and partly at the University of Malta or any other place as necessary.

9.4 Police recruits are to attend at least 90% of the course and pass successfully from all assessments to attain an accredited certificate by the University of Malta and MFHEA.

9.5 The training programme is composed of three components: theory, practical and work placement possibly on shift basis. Moreover, part of the training at the Academy for Disciplined Forces may be on a residential basis.

9.6 Assessment maximum mark is that of 100% and pass mark is according to the course programme and regulations of the University of Malta.

9.7 The final order of merit will be determined by the total marks obtained during the entire course of training. Those who fail will not be appointed Probationary Police Constables and will have their traineeship terminated. The training programme will be governed in line with the regulations of the University of Malta and those of the Academy for Disciplined Forces.

9.8 Vacant posts will be filled according to the final order of merit and subject to the availability of vacancies. The order of merit will be valid for a period of two (2) years from the notification of results.

9.9 Police Recruits are subject to discipline as per PSC Disciplinary Regulations.

9.10 The Commissioner of Police can terminate at any time the traineeship of a trainee police recruits upon unsatisfactory progress, misbehaviour, bad attitude or lack of motivation.

Submission of Applications

10.1 Applications are to be submitted, for the attention of the Human Resources Section, Police Department, Ministry for Home Affairs, Security and Employment, through the online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae, completely up to date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is 5.15 p.m. (Central European Time) of Friday, 30th May, 2025. A computer-generated email will be sent

tinbajghat bhala r-ecvuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn isfel.

10.2 Hija r-responsabbiltà tal-applikanti li ma jhallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

10.3 Applikazzjonijiet li jaslu wara d-data u l-hin tal-ghelug (i.e. applikazzjonijiet tard) ma jigux acċettati.

10.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data u l-hin tal-ghelug ta' din is-sejha għall-applikazzjonijiet, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

10.5 L-applikanti li huma parzjalment eligibbli jigū mitluba sabiex jattendu fit-Taqsima tar-Riżorsi Umani sabiex jimlew formola addizzjonali bhala parti mill-applikazzjoni. Din il-formola għandha timtela fil-preżenza tal-Uffiċjal Inkarigat mit-Taqsima tar-Riżorsi Umani u/jew Uffiċjal appuntat mill-Kummissarju tal-Pulizija. Minbarra dan, l-applikanti għandhom ukoll iġibu magħhom żewġ (2) ritratti riċenti daqs tal-passaport.

Dispożizzjonijiet Ġenerali Ohra

11. Dispożizzjonijiet ġenerali ohra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għal:

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
 applikazzjonijiet laterali;
 bdil raġonevoli għall-persuni rreġistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
 kwalifiki f'livell ogħla;
 livell komparattiv tal-impjegati tas-Settur Pubbliku;
 rinunzi ta' applikazzjonijiet pendenti;
 pubblikazzjoni tar-riżultat;
 eżami mediku;
 proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;
 żamma ta' dokumenti,

jistgħu jigū aċċessati minn (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima tar-Riżorsi Umani. Dawn id-dispożizzjonijiet ġenerali għandhom jigū meqjusa bhala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Dipartiment huma (pulizija.gov.mt) u (hr.police@gov.mt).

It-2 ta' Mejju, 2025

as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

10.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

10.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

10.4 Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

10.5 The partially eligible applicants will then be invited to attend at the Human Resources Section to fill in an Additional Information Sheet, as part of the application process. This Additional Information Sheet is to be filled in the presence of the Officer in charge – Human Resources and/or another officer appointed by the Commissioner. Additionally, applicants need to bring two (2) passport sized photos with them.

Other General Provisions

11. Other general provisions concerning this call for applications, with particular reference to:

applicable benefits, conditions and rules/regulations;
 lateral applications;
 reasonable accommodation for registered persons with disability;
 submission of recognition statements in respect of qualifications;
 qualifications at a higher level;
 comparative level of Public Sector employees;
 renunciation of pending applications;
 publication of the result;
 medical examination;
 the process for the submission of petitions concerning the result;
 access to application forms and related details;
 retention of documents,

may be accessed from (https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from Human Resources Section. These general provisions are to be regarded as an integral part of this call for applications.

The website address, and email address of the receiving Department (pulizija.gov.mt) and (hr.police@gov.mt).

2nd May, 2025

KUMMISSJONI NAZZJONALI
GHALL-PROMOZZJONI TAL-UGWALJANZA

NATIONAL COMMISSION
FOR THE PROMOTION OF EQUALITY

Vakanza
Senior Executive (Legal)

Vacancy
Senior Executive (Legal)

(Nru tal-permess tal-Jobsplus 323/2025)

(Jobsplus Permit No. 323/2025)

Din il-vakanza fi hdan il-Kummissjoni Nazzjonali għall-Promożżjoni tal-Ugwaljanza (I-NCPE) hija ekwivalenti għal Skala ta' Salarju 7 tas-Servizz Pubbliku. Din il-pożizzjoni hi b'kuntratt indefinit fuq bażi full-time.

This post within the National Commission for the Promotion of Equality (NCPE) is equivalent to Public Service Salary Scale 7. The selected candidate will be expected to enter into a full-time indefinite contract.

Is-Senior Executive (Legal) irid ikollu/ha fil-pussess tiegħu/tagħha jew:

The Senior Executive (Legal) must be in possession of:

kwalifika ta' Masters rikonoxxuta, f'Livell 7 tal-MQF, (suġġetta għall-minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003), fil-Liġi, Advocacy, jew, Human Rights Law and Practice jew kwalifika komparabbli professjonali, flimkien ma' sena ta' esperjenza f'xogħol simili

a recognised Master's 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 Law, Advocacy, or, Human Rights Law and Practice or a comparable professional qualification, plus one (1) year relevant work experience

jew

or

kwalifika ta' Baċċelerat rikonoxxuta, f'Livell 6 tal-MQF, (suġġetta għall-minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti, rigward programmi mibdija minn Ottubru 2003), fil-Liġi jew kwalifika komparabbli professjonali, flimkien ma' tliet snin ta' esperjenza f'xogħol simili.

a recognised Bachelor's 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 Law or a comparable professional qualification plus three (3) years relevant work experience.

Il-kandidati għandu jkollhom kapaċitajiet ta' komunikazzjoni inkluż kitba tajba tal-Malti u tal-Ingliż, kif ukoll kapaċi jużaw sew l-applikazzjonijiet rilevanti tal-MS Office. Għarfien/esperjenza fi kwistjonijiet ta' antidiskriminazzjoni u ugwaljanza huma meqjusa ta' vantaġġ.

Applicants should 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 anti-discrimination and equality issues is considered an asset.

Dawk kollha interessati għandhom jibagħtu CV dettaljata lill-A/Direttur Eżekuttiv tal-NCPE fuq (equality@gov.mt) sa mhux aktar tard minn nhar it-Tnejn, 19 ta' Mejju, 2025.

Interested persons should send a detailed CV addressed to the A/Executive Director at (equality@gov.mt) by not later than Monday, 19th May, 2025.

Applikazzjonijiet li jaslu wara din id-data ma jiġux ikkunsidrati.

Late submissions will not be considered.

NCPE
Gattard House, Triq Nazzjonali, Blata l-Bajda HMR 9010
Numru tat-telefwn: +356 2276 8200
Indirizz elettroniku: (equality@gov.mt)
Sit elettroniku: (<https://ncpe.gov.mt/>)

NCPE
Gattard House, National Road, Blata l-Bajda HMR 9010
Tel: +356 2276 8200
Email: (equality@gov.mt)
Website:(<https://ncpe.gov.mt/>)

It-2 ta' Mejju, 2025

2nd May, 2025

DIPARTIMENT TAL-EŻAMIJJET

DEPARTMENT OF EXAMINATIONS

Eżami għall-Applikazzjoni għall-Awtorizzazzjoni għall-persuni li jagħmlu installazzjoni tal-Elettriku skont ir-Regolamenti dwar l-Installazzjonijiet Elettriċi (L.S. 545.24) – Lulju 2025

Authorisation Examination for the Application of Authorisation of a Service Provider for Electrical Installations as per Electrical Installations Regulations (S.L.545.24) – July 2025

1. Id-Direttur tal-Eżamijiet u l-Bord tal-Eżamijiet Pubbliċi Lokali jgħarrfu li se jsiru eżamijiet tat-teorija tal-Elettriku u tat-Teknoloġija tal-Installazzjoni Elettrika bejn it-Tlieta, 1-1 ta' Lulju, 2025 u l-Ġimgħa, 4 ta' Lulju, 2025, sabiex l-applikanti li jgħaddu jkunu jistgħu japplikaw għand ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma (REWS) għall-ħruġ ta' Awtorizzazzjoni 'A' u 'B', kif stipulat fl-Att dwar ir-Regolatur għas-Servizzi tal-Enerġija u l-Ilma (Kap. 545) u r-Regolamenti dwar l-Installazzjonijiet Elettriċi (L.S.545.24).

1. The Director of Examinations and the Board of Local Public Examinations notify that the examinations for Electrical Theory and Electrical Installation Technology will be held between Tuesday, 1st July, 2025 and Friday, 4th July, 2025, to enable successful candidates to apply for the issue of Authorisations 'A' and 'B' at the Regulator for Energy and Water Services (REWS) as stipulated in the Regulator for Energy and Water Services Act (Cap. 545) and Electrical Installations Regulations (S.L.545.24).

2. Id-Direttur tal-Eżamijiet u l-Bord tal-Eżamijiet Pubbliċi Lokali jgħarrfu wkoll li l-Eżami Prattiku u l-Intervista marbutin mal-Awtorizzazzjoni għall-persuni li jagħmlu installazzjoni tal-elettriku 'A' u 'B' se jsiru bejn it-Tlieta, 9 ta' Settembru, 2025 u t-Tlieta, 30 ta' Settembru, 2025.

2. The Director of Examinations and the Board of Local Public Examinations also notify that the Practical Test and Interview in connection with the Authorisation of a service provider for electrical installation 'A' and 'B' will be held between Tuesday, 9th September, 2025 and Tuesday, 30th September, 2025.

3. Wieħed jista' jikseb kopja tas-sillabu mis-sit elettroniku tad-Dipartiment tal-Eżamijiet minn (<https://myexams.gov.mt/mt/local-licences-examinations/>)

3. A copy of the syllabus of the examination may be obtained from the website of the Department of Examinations from (<https://myexams.gov.mt/local-licences-examinations/>)

4. L-eżamijiet huma mqassma kif ġej:

4. The examination will be held as follows:

(a) Eżami għall-Awtorizzazzjoni 'A' – Single Phase

(a) Authorisation 'A' Examination – Single Phase

L-Ewwel Karta (Eżami bil-miktub)

Paper I (Written)

Ħin: Sagħtejn u nofs (2½)

Time allowed: 2½ hours

Marka: 100% (Mass.), Pass mark 50%

Marks: 100% (Max.), Pass mark 50%

It-Tieni Karta (Eżami bil-miktub)

Paper II (Written)

Ħin: 3 sigħat

Time allowed: 3 hours

Marka: 100% (Mass.), Pass mark 50%

Marks: 100% (Max.), Pass mark 50%

Eżami Prattiku u l-Intervista

Practical Test and Interview

Ħin: Siegħa

Time allowed: 1 hour

Prattiku: Marka (Mass. 70%)

Practical test: Mark (Max. 70%)

Intervista: Marka (Mass. 30%)

Interview : Mark (Max. 30%)

Marka globali: 100% (Mass.), Pass mark 50%

Global mark: 100% (Max.), Pass mark 50%

(b) Eżami għall-Awtorizzazzjoni 'B' – Three Phase

(b) Authorisation 'B' Examination – Three Phase

<p>L-Ewwel Karta (Eżami bil-miktub)</p> <p>Hin: Sagħtejn u nofs (2½)</p> <p>Marka: 100% (Mass.), Pass mark 50%</p> <p>It-Tieni Karta (Eżami bil-miktub)</p> <p>Hin: 3 sigħat</p> <p>Marka: 100% (Mass.), Pass mark 50%</p> <p>Eżami Prattiku u l-Intervista</p> <p>Hin: Siegħa</p> <p>Prattiku: Marka (Mass. 70%)</p> <p>Intervista: Marka (Mass. 30%)</p> <p>Marka globali: 100% (Mass.), Pass mark 50%</p> <p>5. Il-kandidati jridu jgħaddu miż-żewġ karti tal-kitba fl-istess sessjoni tal-eżamijiet sabiex ikunu eliġibbli għall-eżami prattiku u l-intervista.</p> <p>6. L-applikanti li għaddew miż-żewġ karti bil-miktub iżda m'għaddewx fl-Eżami Prattiku u l-Intervista m'għandhomx għalfejn jerġgħu jpoġġu għall-karti bil-miktub sakemm l-eżami prattiku u l-intervista jsiru fi żmien li ma jaqbiżx is-sentejn mis-sessjoni tal-eżami bil-miktub.</p> <p>7. Biex il-kandidati jkunu jistgħu japplikaw mar-REWS għall-Awtorizzazzjoni 'A' jew Awtorizzazzjoni 'B' iridu jkunu kisbu pass mark fiż-żewġ karti (l-Ewwel u t-Tieni Karta bil-miktub) kif ukoll kisbu pass mark fl-Eżami Prattiku u l-Intervista.</p> <p>8. Il-kandidati jistgħu japplikaw online minn (https://myexams.gov.mt/applications/) bejn it-Tnejn, 12 ta' Mejju, 2025 u l-Gimgha, 23 ta' Mejju, 2025.</p> <p>9. Applikazzjonijiet li jaslu tard ma jigux ikkunsidrati.</p> <p>10. Il-Bord tal-Eżamijiet Pubbliċi Lokali għandu s-setgħa li jittratta sommarjament ma' kull kandidat li, waqt li jkun qiegħed isir l-eżami, jinstab ħati ta' mgħiba hażina jew ta' xi ksur tal-Istruzzjonijiet ta' Gwida lill-Kandidati li kienu mehmuża man-notifika tal-eżami.</p> <p>11. Il-Bord tal-Eżamijiet Pubbliċi Lokali jzomm id-dritt li jhassar l-eżami u/jew jiskwalifika kandidat/i jekk tinstab xi irregolarità fi kwalunkwe stadju. Thassir u/jew skwalifika bħal dan/dawn jista' jkun fl-eżami kollu, anke jekk l-irregolarità li tinstab tkun f'karta waħda biss.</p>	<p>Paper I (Written)</p> <p>Time allowed: 2½ hours</p> <p>Marks: 100% (Max.), Pass mark 50%</p> <p>Paper II (Written)</p> <p>Time allowed: 3 hours</p> <p>Marks: 100% (Max.), Pass mark 50%</p> <p>Practical Test and Interview</p> <p>Time allowed: 1 hour</p> <p>Practical test: Mark (Max. 70%)</p> <p>Interview: Mark (Max. 30%)</p> <p>Global mark: 100% (Max.), Pass mark 50%</p> <p>5. Candidates need to pass from both written papers of the same examination session to be eligible for the practical/interview test.</p> <p>6. Candidates who passed in both written papers but did not pass in the Practical/Interview Test do not need to sit for the written papers again as long as the practical/interview test is taken within a period not exceeding 2 years from the written test.</p> <p>7. To be able to apply with REWS for Authorisation 'A' or for Authorisation 'B', candidates must obtain a pass mark in both Paper I and Paper II together with a pass mark in the Practical/Interview Test.</p> <p>8. Applications will be available online between Monday, 12th May, 2025 and Friday, 23rd May, 2025 from (https://myexams.gov.mt/applications/).</p> <p>9. Late applications will not be considered.</p> <p>10. The Board of Local Public Examinations has the power to deal summarily with any candidate who while the examination is in progress, is found to be guilty of any breach or misconduct, of the Instructions to Candidates included with the timetable.</p> <p>11. The Board of Local Public Examinations reserves the right to annul the examination and/or disqualify the candidate/s if any irregularity is detected at any stage of the examination. Such annulment and/or disqualification may be in respect of the whole examination even if the detected irregularity is in respect of only one paper.</p>
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AMMINISTRAZZJONI TAT-TAXXA U D-DWANA
TA' MALTA

MALTA TAX AND
CUSTOMS ADMINISTRATION

Avviż lill-Operaturi Ekonomiċi

Notice to Economic Operators

Avviż lill-pubbliku u lill-operaturi ekonomiċi: Il-bejgħ u x-xiri ta' Prodotti tal-Vape mingħajr Bolla tas-Sisa mhux permess mill-1 ta' Mejju, 2025

Reminder: Sale and Purchase of Unstamped Vaping Products Prohibited from 1st May, 2025

L-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta tixtieq tfakkar lill-operaturi ekonomiċi u lill-pubbliku ingenerali li mill-1 ta' Mejju, 2025, il-bejgħ jew ix-xiri ta' prodotti tal-vape li ma jkollhomx bolla tas-sisa mhux se jibqgħu permessi fis-suq Malti. Dan skont l-Att dwar is-Sisa (Kap. 382 tal-Liġijiet ta' Malta).

Malta Customs reminds all economic operators and the general public that, as from 1st May 2025, vaping products that do not bear an official excise tax stamp will no longer be allowed for sale, distribution, or purchase within the Maltese market. This measure is being enforced under the Excise Duty Act (Chapter 382 of the Laws of Malta).

Liema Prodotti Huma Affettwati?

What Products Are Affected?

Il-Bolol tas-Sisa japplikaw għal:
E-liquids, kemm dawk mibjugħa waħedhom, kif ukoll dawk f'kitt, kemm jekk fihom in-nikotina, kif ukoll jekk le.
Vapes li jintremew, kemm jekk fihom in-nikotina, kif ukoll jekk le.

The obligation to carry an excise stamp applies to all:
E-liquids, whether sold separately or included in kits.
Disposable vapes, regardless of whether they contain nicotine or not.

Infurzar

Enforcement

It-tim ta' Infurzar u Konformità Kummerċjali tal-MTCA se twettaq:

The Malta Tax and Customs Administration's Compliance and Enforcement team will carry out:

Spezzjonijiet regolari fi ħwienet u mad-distributuri

Routine inspections of retail outlets and distributors

Mystery shopping biex jidentifikaw prodotti mhux konformi

Mystery shopping operations to identify non-compliant practices

L-operaturi ekonomiċi għandhom jiżguraw li jaċċettaw biss prodotti bil-bolla mwahħla meta jixtru mingħand id-distributuri. Il-perjodu ta' tranżizzjoni li beda wara l-ewwel avviż f'Diċembru 2024 jintemm fil-30 ta' April, 2025. Wara id-data speċifikata fil-perjodu tat-transizzjoni aktar il 'fuq, kull min ikollu fil-pussess tiegħu dawn il-prodotti mingħajr il-bolla jkun qiegħed jikser ir-regolamenti skond l-att dwar id-dazju tas-sisa (Kap 382)

Retailers are reminded that going forward only stamped stock should be accepted from distributors. The transition period, which began following the initial announcement in December 2024, ends on 30th April, 2025. After this date, possession and sale of unstamped vaping products will be a breach of the Excise Duty Act.

Pieni

Penalties

Kull min jinstab ibiġħ jew iżomm prodotti tal-vape mingħajr bolla wara l-iskadenza jista' jiffaċċja:

Any retailer found selling or possessing unstamped vaping products after the deadline may face:

Konfiska tal-prodotti
Multi amministrattivi
Mizuri skont il-Kap. 382

Product seizure
Administrative penalties
Legal enforcement under Chapter 382

Il-konsumaturi huma mwissija li prodotti mingħajr bolla mhumiex konformi u jistgħu jkunu ta' riskju għas-saħħa.

Consumers are equally reminded that unstamped products will be considered non-compliant and may pose health and safety risks.

Ghajnuna u Informazzjoni

Aktar taghrif jista' jinkiseb mis-sit elettroniku tad-dwana (www.mtca.gov.mt) jew bin-numru tat-telefown 2378 3200.

L-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta tibqa' impenjata li żżomm l-kundizzjonijiet ġusti fis-suq, tassigura l-konformità u tiproteġi s-saħha pubblika.

It-2 ta' Mejju, 2025

MINISTERU GHALL-ARTIJJET
U L-IMPLIMENTAZZJONI TAL-PROGRAMM
ELETTROALI

Lista ta' direct orders mogħtija mill-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali matul il-perjodu bejn l-1 ta' Lulju, 2024 sal-31 ta' Diċembru, 2024, ippubblikata skont ir-Regolament 111 (2) tar-Regolamenti dwar il-Kuntratti Pubbliċi S.L.601.03.

It-2 ta' Mejju, 2025

Nru	Numru ta' Referenza tad-Direct Order	Isem tad-Direct Order/ Suġġett tad-Direct Order	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt eskluża l-VAT
No.	Direct Contract Reference Number	Direct Contract Title/ Subject of Direct Contract	Award Date	Contractor's Name	Contract Value Excl. VAT
1	MLI/OPS/41/2024	Contract for service – collaboration agreement between MLI and University of Malta	3/9/2024	University of Malta	€10,611.00
2	MLI/OPS/38/2024	Contract for service – consultancy services	30/7/2024	KPMG	€9,500.00
3	MLI/OPS/36/2024	Contract for service – legal services	1/11/2024	Mamo TCV Advocates	€9,750.00
4	MLI/FM/84/2024	Contract for service – consultancy services	23/9/2024	Grant Thornton	€9,000.00
5	MLI/35/2024	Contract for service – advice re: promotion of projects and initiatives	8/7/2024	Mr. Malcolm Saleeb	€9,800.00
6	MLI/31/2024	Contract for service – event co-ordination services	6/8/2024	Mr Pierre Cachia	€9,800.00

KUNSILL LOKALI L-MOSTA

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali l-Mosta jgħarraf li nhar il-Ħadd, 25 ta' Mejju, 2025, mis-6.00 a.m. sad-9.00 a.m., traffiku ġej minn Triq il-Kungress Ewkaristiku se jkun devjat lejn Triq it-Torri mis-6.00 a.m. sat-8.30 a.m., u traffiku ġej minn Triq il-Kostituzzjoni se jkun devjat lejn Triq il-Kbira fuq il-lemin mis-6.00 a.m. sad-9.00 a.m.

Support and Information

Further details, guidance or assistance may be obtained from (www.mtca.gov.mt) or by telephone number 2378 3200.

Malta Customs remains committed to maintaining fair market conditions, ensuring compliance, and protecting public health.

2nd May, 2025

MINISTRY FOR LANDS AND THE
IMPLEMENTATION OF THE ELECTORAL
PROGRAMME

List of direct contracts awarded by the Ministry for Lands and the Implementation of the Electoral Programme during the period between 1st July, 2024 and 31st December, 2024, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03.

2nd May, 2025

MOSTA LOCAL COUNCIL

Suspension of Traffic and Parking

The Mosta Local Council notifies that on Sunday, 25th May, 2025, from 6.00 a.m. to 9.00 a.m., traffic coming from Triq il-Kungress Ewkaristiku will be diverted to Triq it-Torri from 6.00 a.m. to 8.30 a.m., and traffic coming from Triq il-Kostituzzjoni will be diverted to Triq il-Kbira to the right from 6.00 a.m. to 9.00 a.m.

Parkeġġ fil-pjazza mhux se jkun permiss, u se jkun jkun sospiż fl-ewwel ringiela tal-parkeġġ tal-Mosta hdejn il-bażilika u fi Triq il-Kungress Ewkaristiku minn Triq it-Torri sal-pjazza.

It-trasport pubbliku se jkun affettwat.

It-2 ta' Mejju, 2025

KUNSILL LOKALI TA' XBIEX

Sospensjoni ta' Traffiku u Parkeġġ

Il-Kunsill Lokali Ta' Xbiex jgħarraf illi bejn nhar il-Hamis, 12 ta' Ġunju, 2025 u l-Hadd, 15 ta' Ġunju, 2025, mis-7.00 a.m. 'il quddiem, Triq ix-Xatt bejn r-ristorant Amigos u r-ristorant The Black Pearl se tkun magħluqa għat-traffiku u l-parkeġġ.

It-2 ta' Mejju, 2025

AWTORITÀ TAL-ARTIJET

L-Uffiċjal Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf li:

Offerti ssiġillati għall-avviżi li ġejjin għandhom jintefghu fil-kaxxa tal-offerti tal-Awtorità tal-Artijiet, Berġa tal-Baviera, Il-Belt Valletta, sal-10.00 a.m. tal-Hamis, 8 ta' Mejju, 2025.

Avviż Nru 11 Bejgħ tale quale tal-Fond f'Nru 6, Sqaq Sant'Elija, Tas-Sliema, kif muri bl-aħmar u mmarkat bl-ittra 'A' u bl-ittra 'B' fuq il-pjanta P.D.2023_0089_A. Is-sit immarkat bl-aħmar u bl-ittra 'A' jikkonsisti mill-livell zero (0) u l-livelli sotterrani biss u s-sit immarkat bl-aħmar u bl-ittra 'B' jikkonsisti fil-livelli kollha. Din il-proprjetà tinsab fi stat dilapidat u bi bżonn immedjat ta' manutenzjoni. Min jirbaħ l-offerta għandu jagħmel tajjeb għall-ispejjeż kollha relatati mat-tiswijiet meħtieġa fuq din il-proprjetà. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €10,572 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mija u sebgħa u hamsin elf u mitejn ewro (€157,200) ma jiġux ikkunsidrati. Din l-offerta tista' tkun sugġetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 12 Kiri għall-perjodu ta' ħmistax-il (15) sena għal skopijiet kummerċjali ta' hanut tale quale f'Nru 2, Triq Fuq San Pawl, Bormla, kif muri bl-aħmar fuq il-pjanta P.D. 2009_399. L-arja ta' fuq dan il-hanut mhijiex inkluża fl-offerta. Din il-proprjetà hija offruta fl-istat li tinsab fiħ inkluż xi difetti li jista' jkun hemm moħbija. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €4,350 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u erba' mija u hamsin ewro (€1,450) fis-sena

Parking will not be allowed in the square, and will be suspended in the first row of the Mosta car park next to the basilica and in Triq il-Kungress Ewkaristiku from Triq it-Torri to the square.

Public transport will be affected.

2nd May, 2025

TA' XBIEX LOCAL COUNCIL

Suspension of Traffic and Parking

The Ta' Xbiex Local Council notifies that from Thursday, 12th June, 2025 to Sunday, 15th June, 2025, from 7.00 a.m. onwards, Triq ix-Xatt between Amigos restaurant and The Black Pearl restaurant will be closed to traffic and parking.

2nd May, 2025

LANDS AUTHORITY

The Chief Executive Officer, Lands Authority, notifies that:

Sealed tenders in respect of the following advertisements have to be deposited in the tender box at the Lands Authority, Auberge de Baviere, Valletta, by 10.00 a.m. on Thursday, 8th May, 2025.

Advt No. 11. Sale tale quale of the premises at No. 6, Sqaq Sant'Elija, Tas-Sliema, as shown edged in red and marked letter 'A' and letter 'B' on the plan P.D.2023_0089_A. The site marked in red with letter 'A' consists of level zero (0) and the subterranean only, and the site marked in red with letter 'B' consists of all levels. This property is in a dilapidated state and in need of immediate maintenance. All expenses required to restore this property are to be borne by the winning bidder. Tenders are to be accompanied by a bid-bond for an amount of €10,572 as stipulated in the tender conditions. Offers below the amount of one hundred and fifty-seven thousand and two hundred euro (€157,200) will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 12. Lease for a period of fifteen (15) years for commercial purposes of a shop tale quale, at No. 2, Triq Fuq San Pawl, Cospicua, as shown edged in red on the plan P.D.2009_399. The airspace of this shop is not included with this tender. This property is being offered in its present state including any latent defects. Tenders are to be accompanied by a bid-bond for an amount of €4,350 as stipulated in the tender conditions. Offers below the amount of one thousand and four hundred and fifty euro (€1,450) per annum will not

ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-hlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru 13. Kiri, tale quale minn sena għal sena, għal skop ta' agrikultura, ta' sit u strutturi fl-Imwieġel fil-Limiti taż-Żurrieq muri bl-aħmar fuq pjanta P.D.2019_0075_A. Din il-proprjeta' tista' tkun suġġetta għal servitujiet ezistenti. L-offerenti għandhom ikunu persuni li huma rreġistrati bhala bdiewa full-time jew part-time, skont ċertifikat maħruġ mid-Dipartiment tal-Agrikultura li għandu jiġi sottomess mad-dokument tal-offerta jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dhul fis-seħħ tal-Avviż Legali Nru 573.06 li għandhom jissottomettu kopja ta' ċertifikat rilevanti mal-offerta tagħhom. L-offerti għandhom ikunu akkumpanjati b'bid-bond għall-ammont ta' €1,161 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' tliet mija u sebgħa u tmenin ewro (€387) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun suġġetta għal dritt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru 32 tal-Kapitolu Nru 573 tal-Liġijiet ta' Malta. Irid isir il-hlas ta' €50 għad-dokumenti tal-offerta.

Dawn l-avviżi qegħdin jiġu ppubblikati bhala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerenti għandhom jirreferu għall-kundizzjonijiet kollha tad-dokument tal-offerta u huma mitluba li jaqraw sew dawn id-dokumenti. L-offerti għandhom isiru biss fuq il-formola preskritta, li flimkien mal-kundizzjonijiet rilevanti u dokumenti oħra jistgħu jinkisbu billi tagħzel 'Buy Tender' fuq il-paġna ta' dawn L-offerti fis-sit (<https://landsauthority.org.mt/services/tendering/>). Il-hlas ta' ħamsin ewro (€50) għandu jsir permezz tas-sistema online tas-sit tal-Awtorità tal-Artijiet bil-card bankarja tal-preferenza tiegħek.

It-2 ta' Mejju, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Sahħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqghu offerti elettronici rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ġimgħa, 23 ta' Mejju, 2025. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għall-provvista ta':

CFT 009-3461/25. Pipe bracket rubber lined

be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

Advt No. 13. Lease tale quale, on a year to year basis, for agricultural purposes, of a site and structures at L-Imwieġel in the limits of Żurrieq as shown edged in red on plan P.D.2019_0075_A. This property may be subject to any existing servitudes. The bidders must be either full-time or part-time farmers, who have to submit a certificate, issued by the Department of Agriculture with the tender document or students who have completed successfully an academic course relating to agriculture within the previous five years prior to the introduction of the Legal Notice No. 573.06 who have to submit a copy of the relevant certificate also with the tender documents. Tenders are to be accompanied by a bid-bond for an amount of €1,161 as stipulated in the tender conditions. Offers below the amount of three hundred and eighty-seven euro (€387) per annum will not be considered. This tender may be subject to the right known as the right of first refusal as per article No. 32 of Chapter No. 573 of the Laws of Malta. A fee of €50 will be charged for the tender documents.

These advertisements are being published as an invitation to the public to acquire tender documents online. The bidders are to refer to all the conditions of the tender document and are invited to carefully read these conditions. Tenders should be submitted only on the prescribed form, which together with the relevant conditions and other documents, may be obtained by clicking on 'Buy Tender' on the webpage where these tenders are available on (<https://landsauthority.org.mt/services/tendering/>). A fee of fifty euro (€50) must be paid through the online system of the Lands Authority website by using your preferred banking card.

2nd May, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO for the Central Procurement and Supplies Unit (CPSU), Ministry for Health and Active Ageing, notifies that:

Electronic tenders in respect of the following notices will be received till 9.30 a.m. of Friday, 23rd May, 2025. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for the supply of:

CFT 009-3461/25. Pipe bracket rubber lined

CFT 009-3462/25. Visual field analysers using energy efficient PCs

CFT 020-3463/25. Embedding wax

CFT 014-3464/25. General stationery items u karti b'impatt ambjentali mnaqqas għall-Isptar Ġenerali ta' Għawdex

CFT 020-3465/25. Accessorji varji hhal Pentax endoscopes

CFT 020-3466/25. Sterile talc

CFT 020-3467/25. Infusion Set with 90 degrees angled non-coring needles

CFT 021-3468/25. Succimer/Dimercaptosuccinic Acid/DMSA 200mg capsules/tablets

CFT 020-3469/25. Hydrofiber dressing with silver and strengthening fibre

CFT 020-3470/25. Kits and consumables for mycology

CFT 020-3471/25. Two-piece convexity base plates and urostomy pouch

CFT 009-3472/25. Digital cordless telephones

CFT 009-3473/25. Sterilisable handles for the operating theatre lights in use fid-Dipartiment tat-Teatru tal-Operazzjonijiet

Id-dokumenti tal-offerta huma mingħajr hlas.

Id-dokumenti tal-offerti jinkisbu biss mill-Electronic Public Procurement System (www.etenders.gov.mt). Ir-registrazzjoni hija meħtieġa sabiex ikun jista' jintuża s-sit elettroniku. Operaturi ekonomiċi Maltin għandu jkollhom l-eID tal-organizzazzjoni tagħhom sabiex ikunu jistgħu jidhlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQs tal-istess sit.

It-2 ta' Mejju, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Is-CEO għas-Central Procurement and Supplies Unit (CPSU), Ministeru għas-Sahha u l-Anzjanità Attiva, jgharraf illi s-sottomissjonijiet tal-ERU Competitive Calls għandhom jintlaqgħu sal-10.00 a.m. tat-Tnejn, il-5 ta' Mejju, 2025.

ERU2804U25 – Devices

ERU2804U25 – Medicinal

ERU2804U25A – Medicinal

ERU2804U25B – Medicinal

ERU2804U25C – Medicinal

ERU2804U25D – Medicinal

ERU2804U25E – Devices

ERU2904U25 – Devices

CFT 009-3462/25. Visual field analysers using energy efficient PCs

CFT 020-3463/25. Embedding wax

CFT 014-3464/25. General stationery items and paper with reduced environmental impact for Gozo General Hospital

CFT 020-3465/25. Various accessories for Pentax endoscopes

CFT 020-3466/25. Sterile talc

CFT 020-3467/25. Infusion Set with 90 degrees angled non-coring needles

CFT 021-3468/25. Succimer/Dimercaptosuccinic Acid/DMSA 200mg capsules/tablets

CFT 020-3469/25. Hydrofiber dressing with silver and strengthening fibre

CFT 020-3470/25. Kits and consumables for mycology

CFT 020-3471/25. Two-piece convexity base plates & urostomy pouch

CFT 009-3472/25. Digital cordless telephones

CFT 009-3473/25. Sterilisable handles for the operating theatre lights in use at the Operating Theatre Dept

These tender documents are free of charge.

Tender documents are only obtainable from the Electronic Public Procurement System (www.etenders.gov.mt). Registration is required in order to make use of this website. Maltese economic operators need to be in possession of their organisation eID in order to access this website. More information is available from the FAQ section of the same website.

2nd May, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The CEO for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing, notifies that submissions for the ERU Competitive Calls will be received up to 10.00 a.m. of Monday, 5th May, 2025.

ERU2804U25 – Devices

ERU2804U25 – Medicinal

ERU2804U25A – Medicinal

ERU2804U25B – Medicinal

ERU2804U25C – Medicinal

ERU2804U25D – Medicinal

ERU2804U25E - Devices

ERU2904U25 – Devices

ERU2904U25 – Medicinal
 ERU2904U25A – Medicinal
 ERU2904U25B – Medicinal
 ERU2904U25C – Medicinal

ERU2904U25 – Medicinal
 ERU2904U25A – Medicinal
 ERU2904U25B – Medicinal
 ERU2904U25C – Medicinal

Sejhiet kompetittivi tal-Emergency Response Unit (ERU) jistgħu jitnizzlu mis-sit elettroniku tas-CPSU.

Emergency Response Unit (ERU) Competitive Calls can be downloaded from the CPSU website.

Sottomissjonijiet għal din is-sejha għal kompetizzjoni għandhom jiġu sottomessi skont l-istruzzjonijiet mogħtija fid-dossier.

Submissions for this call for competition are to be submitted as per instructions given in the dossier.

It-2 ta' Mejju, 2025

2nd May, 2025

CENTRAL PROCUREMENT AND SUPPLIES UNIT

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Iċ-Chief Executive Officer (Sourcing and Supplies Chain Management) għas-Central Procurement and Supplies Unit fi hdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

The Chief Executive Officer (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing, notifies that:

Talbiet għall-Parteċipazzjoni (RFP) rigward l-avviz li ġej se jintlaqgħu sal-10.00 a.m. ta' nhar il-Ġimgħa, 30 ta' Mejju, 2025. Talbiet għall-Parteċipazzjoni għandhom jiġu milqugħa BISS permezz ta' ittra elettronika lil (negotiations.cpsu@gov.mt), għal:

Requests for Participation (RFP) in respect of the following notice will be received up to 10.00 a.m. on Friday, 30th May, 2025. Requests for Participation are to be submitted ONLY via email (negotiation.cpsu@gov.mt), for:

RFP Nru 021-6068/25. Lamotrigine tablets

RFP No. 021-6068/25. Lamotrigine tablets

Dokumenti għall-partiċipazzjoni fis-sejha ta' hawn fuq jistgħu jitnizzlu minn (<https://healthservices.gov.mt/en/cpsu/Pages/Home.aspx>).

Documents for participation in the above call can be downloaded from (<https://healthservices.gov.mt/en/cpsu/Pages/Home.aspx>).

It-2 ta' Mejju, 2025

2nd May, 2025

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U
 D-DRITTIJET TAL-ANNIMALI

MINISTRY FOR AGRICULTURE, FISHERIES AND
 ANIMAL RIGHTS

Espressjoni ta' Interest

Expression of Interest

Avveniment Imnarja 2025

Mnarja 2025 Event

Qed issir sejha għall-partijiet interessati biex jipparteċipaw f'din l-espressjoni ta' interest għall-provvista ta' trakkijiet tal-ikel fiż-żona tal-kompetizzjonijiet tal-annimali waqt l-Imnarja 2025. Id-dettalji kollha flimkien mal-formola tal-applikazzjoni jistgħu jitnizzlu mis-sit elettroniku tal-Ministeru (<https://agrikoltura.gov.mt>). Applikanti prospettivi huma mitluba jirreġistraw l-interest tagħhom billi jimlew u jissottomettu l-formola tal-applikazzjoni (anness 2, anness 3 u dokumenti kollha mitluba) jew permezz ta' ittra elettronika lil (epu.mafa@gov.mt), jew bl-idejn għall-attenzjoni tal-

A call is being issued for interested parties to participate in this expression of interest for the provision of food trucks near the livestock competition area during the Mnarja 2025. Full details together with the application form can be downloaded from the Ministry's website (<https://agrikoltura.gov.mt>). Prospective applicants are asked to register their interest by filling in and submitting the standard application form (annex 2, annex 3 and requested documents), either via email to (epu.mafa@gov.mt), or by hand to the attention of The Events and Promotions Unit, Operations Directorate,

Events and Promotions Unit, Support Services Directorate, Agriculture Research and Innovation Hub (aktar magħruf bhala 'l-Għammieri'), Il-Marsa MRS 3000. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati. Id-data u l-hin tal-għeluq għas-sottomissjoni hija l-Ġimgħa, 16 ta' Mejju, 2025, sal-10.00 a.m.

Agriculture, Research and Innovation Hub (better known as 'Għammieri'), Marsa MRS 3000. Late applications will not be considered. The closing date and time for submission is Friday, 16th May, 2025, by 10.00 a.m.

It-2 ta' Mejju, 2025

2nd May, 2025

MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD U
D-DRITTIJET TAL-ANNIMALI

MINISTRY FOR AGRICULTURE, FISHERIES AND
ANIMAL RIGHTS

Espressjoni ta' Interest

Expression of Interest

Avveniment Festa Tonn 2025

Festa Tonn 2025 Event

Qed issir sejha għall-partijiet interessati biex jipparteċipaw f'din l-espressjoni ta' interess għall-provvista ta' cocktail bar waqt Festa Tonn 2025. Id-dettalji kollha flimkien mal-formola tal-applikazzjoni jistgħu jitnizzlu mis-sit elettroniku tal-Ministeru (<https://agrikultura.gov.mt>). Applikanti prospettivi huma mitluba jirreġistraw l-interess tagħhom billi jimlew u jissottomettu l-formola tal-applikazzjoni (anness 2, anness 3 u dokumenti kollha mitluba) jew permezz tal-email fl-indirizz: (epu.mafa@gov.mt), jew bl-idejn għall-attenzjoni tal-Events and Promotions Unit, Support Services Directorate, Agriculture Research and Innovation Hub (aktar magħruf bhala 'l-Għammieri'), Il-Marsa MRS 3000. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati. Id-data u l-hin tal-għeluq għas-sottomissjoni hija l-Ġimgħa, 16 ta' Mejju, 2025, sal-10.00 a.m.

A call is being issued for interested parties to participate in this expression of interest for the provision of a cocktail bar during the Festa Tonn 2025. Full details together with the application form can be downloaded from the Ministry's website (<https://agrikultura.gov.mt>). Prospective applicants are asked to register their interest by filling in and submitting the standard application form (annex 2, annex 3 and requested documents), either via email to (epu.mafa@gov.mt), or by hand to the attention of The Events and Promotions Unit, Operations Directorate, Agriculture Research and Innovation Hub (better known as 'Għammieri'), Marsa MRS 3000. Late applications will not be considered. The closing date and time for submission is Friday, 16th May, 2025, by 10.00 a.m.

It-2 ta' Mejju, 2025

2nd May, 2025

AĠENZIJA KULTURALI GĦALL-BELT VALLETTA

VALLETTA CULTURAL AGENCY

Sejha għal Proposti għal Ftehim ta' Shubija Kulturali

Call for Proposals for Cultural Partnership Agreement

L-Aġenzija Kulturali għall-Belt Valletta qed tistieden kumpaniji u organizzazzjonijiet biex jissottomettu l-interess tagħhom li jissieħbu mal-Aġenzija Kulturali għall-Belt Valletta biex isaħħu l-esperjenza tar-residenti u l-visitaturi fil-Belt Valletta, il-Belt Kapitali, matul is-sena.

The Valletta Cultural Agency is inviting companies and organisations to submit their interest in partnering with the Valletta Cultural Agency to enhance the experience of residents and visitors to Valletta, the Capital City, throughout the year.

Il-Ftehimiet ta' Shubija jkunu validi għal tliet (3) snin mid-data li fiha l-ftehim jidhol fis-seħh.

Partnership Agreements will be valid for three (3) years from the date in which the agreement comes into effect.

Din is-sejha hija kif ġej:

This call has the following strand:

Avveniment annwali bla ħlas fuq skala kbira fi spazju pubbliku fil-Belt Valletta

Is-sħubija se tipprovdi appoġġ stabbli għal kumpaniji u organizzazzjonijiet biex jiżviluppaw, iwasslu u jgħinu biex jintlaħqu l-għanijiet tal-VCA fis-sostenn u t-tiżiħ tal-hajja kulturali vibranti tal-Belt Kapitali.

1. FINANZJAMENT

Avveniment annwali bla ħlas fuq skala kbira fi spazju pubbliku fil-Belt Valletta.

Dan il-fond jista' jkopri sa 80% tal-ispejjeż totali sa massimu ta' €200,000 (liema jkun l-inqas) fis-sena. Il-VCA se tistabbilixxi programm ta' finanzjament għall-benefiċjarji wara negozjati dwar il-pjanijiet baġitarji proposti. Il-VCA tirriżerva d-dritt li tagħti għotjiet ibbażati fuq allokkazzjoni fissa għal perjodu ta' tliet (3) snin jew li taġġusta l-ammont mogħti b'mod inkrementali mingħajr ma taqbeż il-limitu ta' kofinanzjament ta' 80% jew l-allokkazzjoni massima ta' €200,000 (liema minnhom tkun l-inqas).

L-ammont li għandu jingħata huwa fid-diskrezzjoni tal-VCA.

2. ELIGIBILTÀ

L-applikant irid ikun kumpanija jew organizzazzjoni attiva fil-ħolqien ta' avvenimenti kulturali, b'esperjenza fis-settur kreattiv u li jkollha indirizz reġistrat fil-Gżejjer Maltin.

Aktar informazzjoni dwar Kriterji tal-Għażla, Il-Proċess ta' Għażla, Kundizzjonijiet għal Parteċipazzjoni, Eligibbiltà, Dokumentazzjoni Obbligatorja, Implimentazzjoni u Monitoraġġ, Regoli u Obbligi ta' Għajjnuna Statali tista' tiġi aċċessata minn (<https://www.vca.gov.mt/en/opportunities/call-for-cultural-greements-partners>).

1. SOTTOMISSJONIJIET

Is-sottomissjonijiet iridu jintbagħtu permezz ta' ittra elettronika lil (applications@vca.gov.mt) sa mhux aktar tard mill-Erbgħa, 7 ta' Mejju, 2025, f'nofsinhar. Applikazzjonijiet tard jew mhux kompluti ma jiġux aċċettati.

Huwa essenzjali li fl-istess ittra elettronika jkunu mehmuża d-dokumenti ta' sostenn addizzjonali rilevanti

Annual free large-scale event in a public space in Valletta

The partnership will provide a stable support for companies and organisations to develop, deliver and help fulfil the VCA's goals in sustaining and strengthening the capital city's vibrant cultural life.

1. FUNDING

Annual free large-scale event in a public space in Valletta.

This fund may cover up to 80% of the total costs up to a maximum of €200,000 (whichever is lower) per year. The VCA will establish a financing programme for beneficiaries following negotiations on the proposed budgetary plans. The VCA reserves the right to award grants based on a fixed allocation for a three-year (3) period or to adjust the awarded amount incrementally without exceeding the 80% co-funding threshold or the maximum allocation of €200,000 (whichever is the lower).

The amount to be awarded is at the discretion of the VCA.

2. ELIGIBILITY TO APPLY

The applicant must be a company or organisation active in the creation of cultural events, with experience in the creative sector and having a registered address in the Maltese Islands.

More information about Selection Criteria, Selection Process, Conditions For Participation, Eligibility, Mandatory Documentation, Implementation and Monitoring, State Aid Rules and Obligations can be accessed from (<https://www.vca.gov.mt/en/opportunities/call-for-proposals-for-cultural-partnership-agreement/>).

1. SUBMISSIONS

Submissions must be sent via email to (applications@vca.gov.mt) by not later than Wednesday, 7th May, 2025, at noon. Late or incomplete applications will not be accepted.

It is essential that in the same email all relevant additional supporting documents as required by these guidelines and

kollha kif mitlub minn dawn il-linji gwida u regolamenti. Dokumenti li jaqbzu l-4Mb fid-daqs iridu jintbagħtu permezz ta' ħolqa tal-WeTransfer, li għandha tkun inkluża fl-ittra elettronika ta' sottomissjoni. L-applikanti prospettivi għandhom jinkludu wkoll il-firma (firma elettronika jew scan) kif indikat fuq il-formola tal-applikazzjoni.

Il-formoli kollha tal-applikazzjoni għandhom jiġu ffirmati qabel is-sottomissjoni. Billi jagħmlu dan, l-applikanti qed jaċċettaw il-kundizzjonijiet tal-fond kif spjegat f'din is-Sejha għall-Proposti u fil-formola tal-applikazzjoni. Formoli ta' applikazzjoni li mhumiex iffirmati ma jiġux aċċettati.

Hija r-responsabbiltà tal-applikant li jippreżenta formola tal-applikazzjoni kompluta u sottomissjoni kif spjegat f'dawn il-linji gwida u regolamenti. Applikazzjonijiet kompluti biss jiġu evalwati u kklassifikati skont il-kriterji tal-għażla speċifikati, b'punteġġ finali kkalkulat.

It-2 ta' Mejju, 2025

KUNSILL LOKALI GĦAJNSIELEM

Il-Kunsill Lokali Għajnsielem jgħarraf illi:

Sejhiet għall-offerti għandhom jintlaqgħu mill-Kunsill Lokali Għajnsielem sal-11.00 a.m. ta' nhar it-Tlieta, 27 ta' Mejju, 2025, għal:

Avviż Nru GHJN/04/2025. Provvisti – Provvista ta' electric tipper vehicle, Għawdex;

Avviż Nru GHJN/05/2025. Servizzi – Ġbir ta' skart goff bl-użu ta' trakkijiet ta' ġbir ta' skart b'emissjonijiet baxxi f'Għajnsielem;

Avviż Nru GHJN/06/2025. Servizzi – Knis u tindif ta' toroq urbani bl-użu ta' servizz ta' vettura b'emissjonijiet baxxi f'Għajnsielem;

Avviż Nru GHJN/07/2025. Xoghlijiet – Tisbiħ taż-żona quddiem il-knisja Ta' Lourdes, Għajnsielem.

Id-dokumenti tal-offerti huma bla ħlas u jiġu miksuba/imniżżla u milqugħa BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerti jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizzilhom mill-istess sit.

It-2 ta' Mejju, 2025

regulations are attached. Documents exceeding 4Mb in size must be sent via a WeTransfer link, which should be included in the submission email. Prospective applicants should also include the signature (electronic signature or scan) as indicated on the application form.

All application forms are to be signed prior to submission. By doing this, applicants are accepting the conditions of the fund as explained in this Call for Proposals and in the application form. Application forms which are not signed will not be accepted.

It is the applicant's responsibility to present a complete application form and submission as explained in these guidelines and regulations. Only completed applications will be evaluated and rated according to the specified selection criteria, with a final score calculated.

2nd May, 2025

GĦAJNSIELEM LOCAL COUNCIL

The Għajnsielem Local Council notifies that:

Tenders will be received by the Għajnsielem Local Council till 11.00 a.m. on Tuesday, 27th May, 2025, for:

Advt No. GHJN/04/2025. Supplies – Supply of an electric tipper vehicle, Gozo;

Advt No. GHJN/05/2025. Services – Bulky refuse collection using low emission waste collection trucks in Għajnsielem;

Advt No. GHJN/06/2025. Services – Street sweeping and cleaning of urban roads using a low emission service vehicle in Għajnsielem;

Advt No. GHJN/07/2025. Works – Embellishment of the area in front of Ta' Lourdes church, Għajnsielem.

Tender documents are free of charge and are to be viewed/downloaded and submitted ONLY through the etenders website (www.etenders.gov.mt).

Any clarifications or addenda to the tender document will be uploaded and available to view and download from this same website.

2nd May, 2025

AVVIŻI TAL-QORTI – COURT NOTICES

1113

B'digriet mogħti, mill-Qorti tal-Appell, Sede Superjuri, fid-19 ta' Frar, 2025, fl-atti tar-Rikors numru 977/19 fl-ismijiet Malta Fishing Trading Limited (C59493) vs Dr Fransina Abela u PL Madeline Firman noe et, ġiet ordnata s-segwent i pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Mohamed Fathi Emran Morad a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz tar-Rikors tal-Appell Nru 977/19 ipprezentat fit-23 ta' Ottubru, 2024, is-soċjetà Malta Fishing Trading Limited (C59493) ħassitha aggravata bis-sentenza mogħtija fis-26 ta' Settembru, 2024, mill-Prim'Awla tal-Qorti Ċivili stante li l-qorti għamlet apprezzament skorrett tal-fatti u tal-provi mressqa meta kkonkludiet li l-assenjazzjoni tal-krettu ma saritx b'mod validu. Illi l-aggravju jirrigwarda l-validità tal-kuntratt ta' ċessjoni datat l-1 ta' April, 2019, u l-Prim'Awla żbaljat meta ddikjarat li l-liġi għall-kuntratt ta' ċessjoni għandha tkun il-liġi Maltija minkejja provi għall-kuntrarju fejn il-qorti injorat l-ftehim bejn il-partijiet dwar il-liġi magħżula minnhom u injorat il-prinċipju legali tal-pacta sunt servanda.

Għaldaqstant, is-soċjetà appellanta titlob lil din l-Onorabbli Qorti joghġobha tħassar is-sentenza appellata billi tiċhad l-eċċezzjonijiet kollha tas-soċjetà appellata u minflok tilqa' t-talbiet kollha tas-soċjetà appellanta bl-ispejjeż kollha kontra s-soċjetà appellata.

Notifika: Mohamed Fathi Emran Morad, 39 Stephanotis, Triq Gio Felice Inglott, Pembroke

Reġistru tal-Qrati tal-Appell (Superjuri), illum 21 ta' April, 2025

DOTT. FRANCO BONDIN, LLD, M. JUR.
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree delivered by the Court of Appeal, Superior Jurisdiction, on the 19th February, 2025, in the records of Application Number 977/19 in the names Malta Fishing Trading Limited (C59493) vs Dr Fransina Abela and PL Madeline Firman noe et, the following publication was ordered for the purpose of effecting service on Mohamed Fathi Emran Morad in terms of section 187 (3) et sequitur of Cap. 12.

By means of Appeal Application No. 977/19 filed on the 23rd October, 2024, the company Malta Fishing Trading Limited (C59493) felt aggrieved by the judgment given on the 26th September, 2024, by the First Hall Civil Court since the court made an incorrect evaluation of the facts and evidence brought forward when it concluded that the credit assignment was not made validly. Whereas the ground of appeal relates to the validity of the contract of assignment dated 1st April, 2019, and the First Hall erred when it declared that the law governing the contract of assignment should be Maltese law despite proof to the contrary and the court chose to ignore the valid agreement between the parties regarding the law elected by them and the legal principle of pacta sunt servanda.

Therefore, the appellant company requests this Honourable Court to cancel the appealed judgment by dismissing all the pleas by the respondent company and instead uphold all the claims submitted the appellant company with all costs against the respondent company.

Notification: Mohamed Fathi Emran Morad, 39 Stephanotis, Triq Gio Felice Inglott, Pembroke

Registry of the Courts of Appeal (Superior jurisdiction), this day 21st April, 2025

DR FRANCO BONDIN, LLD, M. JUR.
For the Registrar, Civil Courts and Tribunals

1114

ARB/C055/2025 – ORDNI TAL-IFFRIŻAR

ARB/C055/2025 – FREEZING ORDER

IKUN JAF KULHADD illi b'digriet mogħti fit-23 ta' April, 2025, mill-Qorti tal-Maġistrati (Malta) bħala Qorti ta'

IT IS BEING NOTIFIED that by a decree dated 23rd April, 2025, given by the Court of Magistrates (Malta) as

Ġudikatura Kriminali (il-Maġistrat Dott. Donatella Frendo Dimech, LLD). Kumpilazzjoni Numru 5224/2025, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

JOSEF (JOSEPH) SHARFID, ta' 49 sena, iben Mohammed Sharfid u Maria Dolores Sharfid xebba Mangion, imwieled Tal-Pietà, Malta, fid-9 ta' Awwissu, 1975, u resident f' 'Samra Court', Block B, Flat 1, Triq Matthew Callus, Il-Marsa, u/jew 'Binja tas-Salvatur', Ent. B, Flat 5, Wesgħet l-10 ta' Diċembru, 1897, Il-Kalkara, detentur ta' karta tal-identità Maltija bin-numru 392375M.

ORDNAT s-sekwestru f'idejn partijiet terzi b'mod ġenerali l-flus u kull proprjetà mobbli oħra dovuta jew li tappartjeni jew li hija ta' JOSEF (JOSEPH) SHARFID u pprojbietu milli jittrasferixxi, jagħti b'rahan, jipoteka jew xort'oħra jiddisponi minn xi proprjetà mobbli jew immobbli, u dan ai termini tal-Artikolu 22A tal-Ordinanza dwar il-Medicini Perikolużi, Kap. 101 tal-Liġijiet ta' Malta.

Kull persuna li tagħmel xi haġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 22A tkun haġta ta' reat u tehel meta tinstab haġta multa ta' mhux iżjed minn ħdax-il elf, sitt mija u sitta u erbghin ewro u sebgha u tmenin ċenteżmu (€11,646.87) jew priġunerija għal żmien ta' mhux iżjed minn tnax-il xahar, jew dik il-multu u priġunerija flimkien.

Kull trasferiment ieħor jew tneħhija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum 29 ta' April, 2025

IS-SINJURA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

a Court of Criminal Judicature (Magistrate Dr Donatella Frendo Dimech, LLD). Compilation Number 5224/2025, in the case:

The Republic of Malta

Versus

JOSEF (JOSEPH) SHARFID, 49 years, son of Mohammed Sharfid and Maria Dolores Sharfid née Mangion, born in Tal-Pietà, Malta, on the 9th August, 1975, and residing at 'Samra Court', Block B, Flat 1, Triq Matthew Callus, Marsa and/or 11, 'Binja tas-Salvatur', Ent. B, Flat 5, Wesgħet l-10 ta' Diċembru, 1897, Kalkara, and holder of a Maltese identity card bearing number 392375M.

ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to JOSEF (JOSEPH) SHARFID and prohibits the said accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property, and this in terms of Article 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta.

Any person who acts in contravention of the court order mentioned in Article 22A referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding eleven thousand, six hundred and forty-six euro and eighty-seven cents (€11,646.87), or to imprisonment for a period not exceeding twelve months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today 29th April, 2025

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

1115

ARB/C059/2021 – VARJAZZJONI TAL-ORDNI TAL-
IFFRIŻAR

IKUN JAF KULHADD illi b'digriet mogħti fil-11 ta' April, 2025, mill-Qorti tal-Maġistrati (Malta) bhala Qorti Strutturja (il-Maġistrat Dott. Elaine Rizzo, LLD). Kumpilazzjoni Numru 505/2021, fil-kawża fl-ismijiet:

ARB/C059/2021 – VARIATION OF A FREEZING
ORDER

IT IS BEING NOTIFIED that by a decree dated 11th April, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Elaine Rizzo, LLD). Compilation Number 505/2021, in the case:

Il-Pulizija
(l-Ispettur Justine Grech)
(l-Ispettur Marshal Mallia)

The Police
(Inspector Justine Grech)
(Inspector Marshal Mallia)

Kontra

Versus

JESMOND (JESUS MARY) GILLARD, impjegat, ta' 62 sena, iben il-mejjet Walter u l-mejta Pauline xebba Bartolo, imwieled Tal-Pietà, Malta, fl-24 ta' Frar, 1963, u residenti f'4, Sunset Court, Flat 2, Misraħ tas-Salib, Il-Mellieħa, u detentur ta' karta tal-identità Maltija bin-numru 131663M.

JESMOND (JESUS MARY) GILLARD, employee, 62 years, son of the late Walter and the late Pauline née Bartolo, born in Tal-Pietà, Malta, on the 24th February, 1963, and residing at 4, Sunset Court, Flat 2, Misraħ tas-Salib, Mellieħa and holder of Maltese identity card bearing number 131663M.

Il-Qorti AWTORIZZAT lill-imputat JESMOND (JESUS MARY) GILLARD sabiex iħallas għat-tiġdid tal-polza tal-assigurazzjoni miżmuma minn GasanMamo Insurance Limited, flimkien mal-liċenzja tat-triq tal-istess vettura u kwalunkwe spejjeż anċillari, għall-vettura msemmija fid-digriet tal-Qorti datat 11 ta' April, 2025. Illi dan il-ħlas għandu jsir mill-kont tal-bank intestat f'isem terza persuna li jispicċa -2766 u miżmum mal-Bank of Valletta plc.

The Court AUTHORISES the accused JESMOND (JESUS MARY) GILLARD to pay for the renewal of the insurance policy held GasanMamo Insurance Limited, together with the road license for the same vehicle and any other ancillary costs that may be due, for the vehicle listed in the Court decree dated 11th April, 2025. That this payment shall be made from the bank account listed in the name of a third party ending in -2766 and held with Bank of Valletta plc.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' ffrizjar mogħti mill-Qorti tal-Maġistrati (Malta) bhala Qorti Strutturja (il-Maġistrat Dott. Caroline Farrugia Frendo, LLD), fil-15 ta' Awwissu, 2021, li għet ippubblikata fil-Gazzetta tal-Gvern fl-20 ta' Awwissu, 2021, fejn il-Qorti ordnat is-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprjetà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' JESMOND (JESUS MARY) GILLARD.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Caroline Farrugia Frendo, LLD) on the 15th August, 2021, which was published in the Government Gazette on the 20th August, 2021, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to JESMOND (JESUS MARY) GILLARD.

Illum 29 ta' April, 2025

Today 29th April, 2025

IS-SINJURA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

1116

ARB/C017/2025 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIZJAR

ARB/C017/2025 – VARIATION OF A SEIZING AND FREEZING ORDER

IKUN JAF KULHADD illi b'digriet mogħti fid-9 ta' April, 2025 mill-Qorti tal-Maġistrati (Malta) bhala Qorti Strutturja (il-Maġistrat Dott. Rachel Montebello, LLD). Kumpilazzjoni Numru 34/2025, fil-kawża fl-ismijiet:

IT IS BEING NOTIFIED that by a decree dated 9th April, 2025 given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD). Compilation Number 34/2025, in the case:

Ir-Repubblika ta' Malta

The Republic of Malta

Kontra

Versus

KEITH SCHEMBRI;

KEITH SCHEMBRI;

KONRAD MIZZI;

KONRAD MIZZI;

KARL CINI;

KARL CINI;

BRIAN TONNA, irtirat, ta' 60 sena, iben il-mejjet Renald Tonna u Victoria Tonna xebba Portelli, imwieled Tal-Pietà, Malta, fl-14 ta' Ġunju, 1964, residenti fi 15, 'Delano Mansions', Flat 6, Triq Hurds Bank, Marsaskala, u detentur ta' karta tal-identità Maltija bin-numru 316764M.

BRIAN TONNA, retired, 60 years, son of the late Renald Tonna and Victoria Tonna née Portelli, born in Tal-Pietà, Malta on the 14th June, 1964, residing at 15, 'Delano Mansions', Flat 6, Triq Hurds Bank, Marsaskala, and holder of Maltese identity card bearing number 316764M.

YORGEN FENECH;

YORGEN FENECH;

PAUL APAP BOLOGNA;

PAUL APAP BOLOGNA;

MARIO PULLICINO;

MARIO PULLICINO;

NEXIA BT LIMITED;

NEXIA BT LIMITED;

BTI MANAGEMENT LIMITED;
NEW ENERGY SUPPLY LIMITED;BTI MANAGEMENT LIMITED;
NEW ENERGY SUPPLY LIMITED;

U

AND

OEGP LIMITED;

OEGP LIMITED;

Il-Qorti AWTORIZZAT lill-imputat BRIAN TONNA sabiex jitlob l-iżbank tas-sehem tiegħu mill-fondi depożitati fl-atti taċ-ċedola ta' depożitu bir-referenza numru 2160/2023, fl-ammont ta' €10,350.18, u jekk din it-talba tintlaqa' mill-Qorti kompetenti, il-Qorti AWTORIZZAT lir-Regjistratur tal-Qorti sabiex jiddepożita s-sehem tal-fondi li jappartjenu lill-imputat BRIAN TONNA fil-kont tal-bank intestat f'isem l-imputat li jispiċċa -6311 u miżmum mal-Bank of Valletta plc.

The Court AUTHORISES the accused BRIAN TONNA to request the withdrawal of his share of the funds deposited in the acts of the schedule of deposit with reference number 2160/2023, in the amount of €10,250.18, and should this request be acceded to by the competent Court, the Court AUTHORISES the Registrar of the Courts to deposit the share of the funds pertaining to the accused BRIAN TONNA in the bank account registered in his name ending in -6311 and held at the Bank of Valletta plc.

Il-Qorti AWTORIZZAT wkoll lill-Bank of Valletta plc sabiex jirċievi l-ammont relattiv u jiddepożitah fil-kont tal-bank intestat f'isem l-imputat BRIAN TONNA li jispiċċa -6311 u miżmum mal-istess Bank of Valletta plc.

The Court further AUTHORISES the Bank of Valletta to receive the relative amount and deposit it in the bank account registered in the name of the accused BRIAN TONNA ending in -6311 and held at the same Bank of Valletta plc.

Il-Qorti AWTORIZZAT wkoll lill-imputat BRIAN TONNA sabiex jirċievi l-ammont dovut lilu mill-iżbank taċ-ċedola ta' depożitu bir-referenza numru 2160/2023 fil-kont tal-bank intestat f'ismu li jispicċa -6311 u miżmum mal-Bank of Valletta plc.

Illi l-fondi depożitati għandhom jibqgħu sugġetti għall-ordni ta' qbid u ffrizar maħruġa fil-konfront tal-imputat BRIAN TONNA.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffrizar mogħti mill-Qorti tal-Maġistrati (Malta) bħala Qorti Strutturja (il-Maġistrat Dott. Rachel Montebello, LLD), fl-5 ta' Frar, 2025, li giet ippubblikata fil-Gazzetta tal-Gvern fl-14 ta' Frar, 2025, fejn il-Qorti ordnat iż-żamma u s-sekwestru f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprietà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprietà ta' Keith Schembri, Konrad Mizzi, Karl Cini, BRIAN TONNA, Yorgen Fenech, Paul Apap Bologna, Mario Pullicino, Nexia BT Limited, BTI Management Limited, New Energy Supply Limited, u OEGP Limited.

Illum 29 ta' April, 2025

IS-SA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

The Court further AUTHORIZES the accused BRIAN TONNA to receive the amount due to him from the withdrawal of the schedule of deposit with reference number 2160/2023 in the bank account registered in his name ending in -6311 and held at the Bank of Valletta plc.

That the funds deposited in the mentioned bank account shall remain subject to the seizing and freezing order issued against the accused BRIAN TONNA.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) on the 5th February, 2025, which was published in the Government Gazette on the 14th February, 2025, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to Keith Schembri, Konrad Mizzi, Karl Cini, BRIAN TONNA, Yorgen Fenech, Paul Apap Bologna, Mario Pullicino, Nexia BT Limited, BTI Management Limited, New Energy Supply Limited, and OEGP Limited.

Today 29th April, 2025

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

1117

ARB/C056/2025 – ORDNI TAL-IFFRIZAR

IKUN JAF KULHADD illi b'digriet mogħti fid-29 ta' Marzu, 2025, mill-Qorti tal-Maġistrati (Malta) bħala Qorti ta' Ġudikatura Kriminali (il-Maġistrat Dott. Ann Marie Thake, LLD). Kumpilazzjoni Numru 4436/2025, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

FATAH MOHAMUD HASSAN, ta' 41 sena, imwieled is-Somalja fl-10 ta' Dicembru, 1983, u residenti f'‘Sunset’, Flat 1, Triq il-Qroll, Il-Munxar, Għawdex u detentur ta' dokument ta' identifikazzjoni Malti bin-numru 31614A.

ARB/C056/2025 – FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 29th March, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Judicature (Magistrate Dr Ann Marie Thake, LLD). Compilation Number 4436/2025, in the case:

The Republic of Malta

Versus

FATAH MOHAMUD HASSAN, 41 years, born in Somalia on the 10th December, 1983, and residing at ‘Sunset’, Flat 1, Triq il-Qroll, Munxar, Gozo, and holder of a Maltese identification document bearing number 31614A.

Il-Qorti ORDINAT is-sekwestru f'idejn terzi persuni b'mod ġenerali l-flejjes u l-proprjetà mobbli kollha li jkunu dovuti lil, jew imissu lil, jew li jkunu proprjetà ta' FATAH MOHAMUD HASSAN u pprojbietu milli jittrasferixxi, jagħti b'rahan, iwiegħed, jipoteka, jew xort'oħra jiddisponi minn xi proprjetà mobbli u dan ai termini tal-Artikolu 22A tal-Ordinanza dwar il-Mediċini Perikolużi, Kap. 101 tal-Liġijiet ta' Malta, tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta, u tal-Artikolu 36 tal-Att dwar ir-Rikavat Mill-Kriminalità, Kap. 621 tal- Liġijiet ta' Malta.

Il-Qorti AWTORIZZAT lill-imputat li jirċievi l-ammont ta' tlettax-il elf disa' mija u sitta u sebgħin ewro u erbgħa u għoxrin ċenteżmu (€13,976.24) fis-sena, wara li l-imputat jindika b'nota min fejn se jipperċepixxi dawn il-flejjes.

Kull persuna li tagħmel xi haġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 22A, fl-Artikolu 23A, u fl-Artikolu 36 tkun haġta ta' reat u tehel meta tinstab haġta multa ta' mhux iżjed minn hdax-il elf, sitt mija u sitta u erbgħin ewro u sebgħa u tmenin ċenteżmu (€11,646.87) jew prigunerija għal żmien ta' mhux iżjed minn tnax-il xahar, jew dik il-multa u prigunerija flimkien.

Kull trasferiment ieħor jew tneħhija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum 30 ta' April, 2025

IS-SA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

The Court ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to FATAH MOHAMUD HASSAN and prohibits the said accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property and this in terms of Article 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta, Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta, and Article 36 of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta.

The Court AUTHORISED the said accused to receive the amount of thirteen thousand, nine hundred and seventy-six euro and twenty four cents (€13,976.24) per year, after the accused indicates with a note from where he is perceiving this money.

Any person who acts in contravention of the court order mentioned in Article 22A, Article 23A, and Article 36 referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding eleven thousand, six hundred and forty-six euro and eighty-seven cents (€11,646.87), or to imprisonment for a period not exceeding twelve months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today 30th April, 2025

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

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ARB/C039/2024 – VARJAZZJONI TAL-ORDNI TA' QBID U FFRIŻAR

IKUN JAF KULHADD illi b'digriet mogħti fit-22 ta' Frar, 2025, mill-Qorti Kriminali (l-Onor. Imħallef Dott. Edwina Grima, LLD). Fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

ARB/C039/2024 – VARIATION OF A SEIZING AND FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 22nd February, 2025, given by the Criminal Court – (Hon. Madam Justice Dr Edwina Grima, LLD) In the case:

The Republic of Malta

Versus

JOSEPH MUSCAT;

JOSEPH MUSCAT;

KONRAD MIZZI;

KONRAD MIZZI;

KEITH SCHEMBRI;

KEITH SCHEMBRI;

CLARENCE JOHN CONGER-THOMPSON;

CLARENCE JOHN CONGER-THOMPSON;

CHRISTOPHER SPITERI;

CHRISTOPHER SPITERI;

JONATHAN VELLA;

JONATHAN VELLA;

DAVID-JOSEPH MELI;

DAVID-JOSEPH MELI;

IVAN VASSALLO;

IVAN VASSALLO;

MARIO VICTOR GATT;

MARIO VICTOR GATT;

BRIAN BONDIN;

BRIAN BONDIN;

ADRIAN HILLMAN, leatur, ta' 60 sena, iben Colin Frederick Hillman u Irene Hillman xebba Ebejer, imwieled l-Imtarfa, Malta, fl-20 ta' Novembru, 1964, u residenti f'44, Triq il-Gabillott, Is-Swieqi, u detentur ta' karta tal-identità Maltija bin-numru 561264M.

ADRIAN HILLMAN, lecturer, 60 years, son of Colin Frederick Hillman and Irene Hillman née Ebejer, born in Mtarfa, Malta, on the 20th November, 1964, and residing at 44, Triq il-Gabillott, Swieqi and holder of Maltese identity card bearing number 561264M.

PIERRE SLADDEN;

PIERRE SLADDEN;

BRIAN TONNA;

BRIAN TONNA;

KARL CINI;

KARL CINI;

SCIACCA GRILL LIMITED;

SCIACCA GRILL LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

KASCO ENGINEERING COMPANY LIMITED;

FSV LIMITED;

FSV LIMITED;

MTRACE PLC;

MTRACE PLC;

GATEWAY SOLUTIONS LIMITED;

GATEWAY SOLUTIONS LIMITED;

TECHNOLINE LIMITED;

TECHNOLINE LIMITED;

EURYBATES LIMITED;

EURYBATES LIMITED;

TAOMAC LIMITED;

TAOMAC LIMITED;

U

AND

NEXIA BT LIMITED;

Il-Qorti AWTORIZZAT lill-HSBC Bank Malta plc li jirċievi hlas fl-ammont ta' €3,582.33 mill-kont tal-bank intestat f'isem l-imputat ADRIAN HILLMAN u miżmum mal-istess HSBC Bank Malta plc, hekk kif indikat fir-rikors iddatat 5 ta' Frar, 2025.

Din il-varjazzjoni qed issir ai termini tal-Artikolu 36 (5) tal-Att dwar ir-Rikavat mill-Kriminalità, Kap. 621 tal-Liġijiet ta' Malta, wara digriet ta' ordni ta' qbid u ffrizar mogħti mill-Qorti tal-Maġistrati (Malta) bhala Qorti Strutturja (il-Maġistrat Dott. Rachel Montebello, LLD), fit-28 ta' Mejju, 2024, li giet ippubblikata fil-Gazzetta tal-Gvern fl-4 ta' Ġunju, 2024, fejn il-Qorti ordnat iż-żamma u s-sekwestrju f'idejn terzi persuni b'mod ġenerali, tal-flejjes u l-proprietà mobbli jew immobbli kollha li huma dovuti lil, jew imissu lil, jew li huma proprjetà ta' Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, ADRIAN HILLMAN, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, u Nexia BT Limited.

Illum 29 ta' April, 2025

IS-SA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

ARB/C057/2025 – ORDNI TAL-IFFRIZAR

IKUN JAF KULHADD illi b'digriet mogħti fid-29 ta' April, 2025, mill-Qorti tal-Maġistrati (Malta) bhala Qorti ta' Ġudikatura Kriminali (il-Maġistrat Dott. Yana Micallef Stafrace, LLD). Kumpilazzjoni Numru 5542/2025, fil-kawża fl-ismijiet:

Ir-Repubblika ta' Malta

Kontra

KANE BAJADA, student, ta' 24 sena, iben Conrad Bajada u Ingrid-Marie Anastasi xebba Anastasi, imwieled Haż-Żabbar fl-4 ta' Frar, 2001, u residenti f'47, Caravel Block B, Flat 7, Triq ix-Xambekk, In-Naxxar, u detentur ta' karta tal-identità Maltija bin-numru 57001L.

NEXIA BT LIMITED;

The Court AUTHORISED the HSBC Bank Malta plc to receive payment in the amount of €3,582.33 from the bank account registered in the name of the accused ADRIAN HILLMAN and held at the same HSBC Bank Malta plc, as indicated in the application dated 5th February, 2025.

This variation is being published in terms of Article 36 (5) of the Proceeds of Crime Act, Cap. 621 of the Laws of Malta, following a seizing and freezing order which decree was given by the Court of Magistrates (Malta) as a Court of Criminal Inquiry (Magistrate Dr Rachel Montebello, LLD) on the 28th May, 2024, which was published in the Government Gazette on the 4th June, 2024, where the court ordered the attachment in the hands of third parties in general of all moneys and other movable or immovable property due or pertaining or belonging to Joseph Muscat, Konrad Mizzi, Keith Schembri, Clarence John Conger-Thompson, Christopher Spiteri, Jonathan Vella, David-Joseph Meli, Ivan Vassallo, Mario Victor Gatt, Brian Bondin, ADRIAN HILLMAN, Pierre Sladden, Brian Tonna, Karl Cini, Sciacca Grill Limited, Kasco Engineering Company Limited, FSV Limited, MTrace Plc, Gateway Solutions Limited, Technoline Limited, Eurybates Limited, Taomac Limited, and Nexia BT Limited.

Today 29th April, 2025

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

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ARB/C057/2025 – FREEZING ORDER

IT IS BEING NOTIFIED that by a decree dated 29th April, 2025, given by the Court of Magistrates (Malta) as a Court of Criminal Judicature (Magistrate Dr Yana Micallef Stafrace, LLD). Compilation Number 5542/2025, in the case:

The Republic of Malta

Versus

KANE BAJADA, student, 24 years, son of Conrad Bajada and Ingrid-Marie Anastasi née Anastasi, born in Żabbar on the 4th February, 2001, and residing at 47, Caravel Block B, Flat 7, Triq ix-Xambekk, Naxxar and holder of a Maltese identity card bearing number 57001L.

ORDNAT is-sekwestru f'idejn partijiet terzi b'mod generali l-flus u kull proprjetà mobbli oħra dovuta jew li tappartjeni jew li hija ta' KANE BAJADA u pprojbietu milli jittrasferixxi, jagħti b'rahan, jipoteka jew xort'oħra jiddisponi minn xi proprjetà mobbli jew immobbli, u dan ai termini tal-Artikolu 23A tal-Kodiċi Kriminali, Kap. 9 tal-Liġijiet ta' Malta, u tal-Artikolu 22A tal-Ordinanza dwar il-Medicini Perikolużi, Kap. 101 tal-Liġijiet ta' Malta.

Kull persuna li tagħmel xi haġa bi ksur tal-ordni tal-Qorti msemmi fl-Artikolu 23A u fl-Artikolu 22A tkun haġta ta' reat u tehel meta tinstab haġta multa ta' mhux iżjed minn ħdax-il elf, sitt mija u sitta u erbghin ewro u sebgħa u tmenin ċenteżmu (€11,646.87) jew priġunerija għal żmien ta' mhux iżjed minn tnax-il xahar, jew dik il-multa u priġunerija flimkien.

Kull trasferiment ieħor jew tneħħija oħra ta' proprjetà li jsiru bi ksur ta' dik l-ordni tal-Qorti jkunu nulli u ma jkollhom ebda effett fil-liġi.

Illum 30 ta' April, 2025

IS-SA EUNICE GRECH FIORINI
Direttur, Uffiċċju għall-Irkupru tal-Assi

ORDERED the attachment in the hands of third parties in general of all moneys and other movable property due to or pertaining or belonging to KANE BAJADA and prohibits the said accused from transferring, pledging, hypothecating or otherwise disposing of any movable or immovable property, and this in terms of Article 23A of the Criminal Code, Cap. 9 of the Laws of Malta, and Article 22A of the Dangerous Drugs Ordinance, Cap. 101 of the Laws of Malta.

Any person who acts in contravention of the court order as mentioned in Article 23A and Article 22A referred to above shall be guilty of an offence and shall on conviction be liable to a fine (multa) not exceeding eleven thousand and six hundred and forty-six euro and eighty-seven cents (€11,646.87), or to imprisonment for a period not exceeding twelve months, or to both such fine and imprisonment.

Any transfer or other disposal of any property made in contravention of the said Court order shall be null and without effect at law.

Today 30th April, 2025

MS EUNICE GRECH FIORINI
Director, Asset Recovery Bureau

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B'digriet mogħti, mill-Qorti tal-Appell, Sede Inferjuri, fit-10 ta' Marzu, 2025, fl-atti tar-Rikors numru 7/2025 fl-ismijiet Arthur Bonnici (KI 0424383) vs Bank of Valletta plc (C2833), għet ordnata s-segweni pubblikazzjoni biex isservi ta' notifika fil-konfront ta' Arthur Bonnici a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12.

Permezz tar-Rikors tal-Appell numru 7/2025 ipprezentat fit-13 ta' Frar, 2025, is-soċjetà appellanti Bank of Valletta plc ħassitha aggravata bid-deċiżjoni tal-Arbitru għas-Servizzi Finanzjarji tal- 24 ta' Jannar, 2025, fejn ordna lill-Bank jirrifondi parti mit-telf li garrab l-ilmentatur appellat u jħallsu €24,695.82. L-aggravji tal-Bank appellant huma li: a) l-Arbitru ddeċieda ħażin u mhux skont il-liġi meta ordna lill-Bank sabiex jirrifondi parti mit-telf li garrab minħabba nuqqas serju fis-sistema ta' monitoraġġ ta' pagamenti min-naħa tal-Bank: fir-realtà l-Arbitru ma fehemx l-iskop tal-liġi li applika fid-deċiżjoni tiegħu u l-Bank ma kellu l-ebda obbligu skont il-liġi jagħmel dak li l-Arbitru kkonkluda li

By means of a decree delivered by the Court of Appeal, Inferior Jurisdiction, on the 10th March, 2025, in the records of Application number 7/2025 in the names Arthur Bonnici (ID 0424383) vs Bank of Valletta plc (C2833), the following publication was ordered for the purpose of effecting service on Arthur Bonnici in terms of section 187(3) et sequitur of Cap. 12.

By means of Appeal Application No. 7/2025 filed on the 13th February, 2025, the appellant company Bank of Valletta plc felt aggrieved by the decision of the Arbitrer for Financial Services dated 24th January, 2025, ordering the Bank to refund part of the losses suffered by the respondent complainant and pay him €24,695.82. The grounds of appeal of the appellant Bank are that: a) the Arbitrer decided wrongly and not according to law when he ordered the Bank to refund part of the losses he had suffered due to a serious deficiency in the Bank's payment monitoring system: in reality the Arbitrer did not understand the purpose of the law which he applied to his decision and the Bank had no obligation

kellu jagħmel il-Bank; u b) in-nuqqas ta' ness bejn l-allegat ksur tal-allegat obbligu fuq il-Bank, u t-telf li ġarrab l-ilmentatur appellat.

Il-Bank qeda d-doveri tiegħu li fuq talba tal-ilmentatur ipproċessa eżattament il-pagamenti mitluba wara li ġew debitament awtentikati b'sistemi diġitali sofistikati. L-ilmentatur kien jaf eżattament x'kien qiegħed jagħmel, hekk ried jagħmel – jixtri l-kriptoassi. Il-Bank kien sempliċiment il-veikolu li permezz tiegħu l-ilmentatur seta' jhallas tal-kriptoassi li ried, anzi li kien deċiż li jixtri. L-ingann, kif jirriżulta mill-atti tal-proċess quddiem l-Arbitru, sar ferm wara li l-Bank kien ilu li pproċessa l-pagamenti awtorizzati mill-istess ilmentatur – kien ingann li sfortunatament l-ilmentatur waqa' għalih.

Għaldaqstant, filwaqt li l-Bank appellant jirriżerva li jagħmel sottomissjonijiet ulterjuri jekk ikun il-każ u jressaq dawk il-provi kollha ulterjuri li skont il-liġi jistgħu jitressqu, umilment jitolb lil din l-Onorabbli Qorti, tilqa' l-aggravji jew liema minnhom, u tirrevoka u tħassar id-deċiżjoni arbitrali tal-24 ta' Jannar, 2025, fl-ismijiet premessi fl-intier tagħha.

Ir-Rikors numru 7/2025 fl-ismijiet Arthur Bonnici (KI 0424383) vs Bank of Valletta plc (C2833) ġie ddiffertit għas-7 ta' Mejju, 2025, fid-9.20 a.m.

Notifika: Arthur Bonnici 44, New Dawn, Triq Sir Philip Pullicino, L-Imtarfa

Reġistru tal-Qrati tal-Appell (Superjuri), illum 30 ta' April, 2025

DOTT. FRANCO BONDIN, LLD, M. JUR.
Għar-Registratur, Qrati Ċivili u Tribunali

Avviż mir-Registru tal-Prim'Awla tal-Qorti Ċivili

Billi Carmel Damato sive D'Amato et (KI 507754M) ippreżenta rikors ġuramentat (numru 419/2025 JVC) fejn ġiet mitluba l-korrezzjoni tal-Att tat-Twelid u tal-Att taż-Żwieġ tiegħu numru 5077/1954 u 1532/1986 rispettivament fir-Registru Pubbliku.

according to law to do what the Arbiter concluded the Bank should do; and b) the lack of a nexus between the alleged breach of the Bank's alleged obligation, and the loss suffered by the respondent complainant.

The Bank performed its duties to precisely process at the complainant's request the requested payments after having been duly authenticated by sophisticated digital systems. The complainant knew exactly what he was doing, that is what he wanted to do – buy crypto-assets. The Bank was simply the vehicle through which the complainant could pay for the crypto-assets he wanted, or rather that he was adamant on buying. The fraud, as it results from the records of the proceedings before the Arbiter, took place long after the Bank had processed the authorised payments by the same complainant – it was a scam that unfortunately the complainant fell for.

Therefore, whilst the appellant Bank reserves to make further submissions as the case may be and bring forward all further evidence which according to law can be submitted, humbly requests this Honourable Court to uphold the grounds of appeal or any one of them, and revoke and cancel in its entirety the decision of the Arbitral Award dated 24th January, 2025, in the names premised.

Application number 7/2025 in the names Arthur Bonnici (ID 0424383) vs Bank of Valletta plc (C2833) has been differed for hearing to the 7th May, 2025, at 9.20 a.m.

Notification: Arthur Bonnici 44, New Dawn, Triq Sir Philip Pullicino, Mtarfa

Registry of the Courts of Appeal (Superior Jurisdiction), this day 30th April, 2025

DR FRANCO BONDIN, LLD, M. JUR.
For the Registrar, Civil Courts and Tribunals

Notice, Registry of the, Civil Court, First Hall

Whereas Carmel Damato sive D'Amato et (ID 507754M) filed an application under oath (number 419/2025 JVC) demanding the correction of his Birth and Marriage Certificates number 5077/1954 and 1532/1986 respectively in the Public Registry.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi pprezentata fir-Registru ta' dawn il-Qrati fi żmien hmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu pprezentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smiġ tal-kawża.

B'ordni tal-Qorti,

Registru tal-Qorti Superjuri,

Illum 30 ta' April, 2025

CORA CATANIA

Għar-Registratur, Qrati Ċivili u Tribunali

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 30th of April, 2025

CORA CATANIA

For Registrar, Civil Courts and Tribunals

1122

Avviż mir-Registru tal-Prim'Awla tal-Qorti Ċivili

Billi Aster Charan (KI 697524L) ipprezentat rikors ġuramentat (numru 397/2025 JVC) fejn giet mitluba ir-korrezzjoni tal-Att tat-Twelid tal-minuri numru 6727/2017 fir-Registru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjaħ sabiex ifisser il-fehma tiegħu, b'nota li għandha tiġi pprezentata fir-Registru ta' dawn il-Qrati fi żmien hmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fiż-żmien fuq imsemmi, ikunu pprezentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smiġ tal-kawża.

B'ordni tal-Qorti,

Registru tal-Qorti Superjuri,

Illum 30 ta' April, 2025

CORA CATANIA

Għar-Registratur, Qrati Ċivili u Tribunali

Notice, Registry of the, Civil Court, First Hall

Whereas Aster Charan (ID 697524L) filed an application under oath (number 397/2025 JVC) demanding the correction of the Act of minor's Birth certificate number 6727/2017 in the Public Registry.

Whosoever may have an interest therein, and wishes to oppose that demand, is hereby called upon to do so, by means of a note to be filed in the Registry of these Courts, within fifteen days from the day of the publication of this present notice in the Government Gazette.

Those who, within the aforesaid time, shall have filed such note, shall be notified by the service of a copy of the said application under oath, of the day which will be appointed for the hearing of the case.

By order of the Court,

Registry of the Superior Court,

Today 30th of April, 2025

CORA CATANIA

For Registrar, Civil Courts and Tribunals

