



MINISTERU TA' L-EDUKAZZJONI,
KULTURA, IGGIAAG U SPORT
FLORIANA

MINISTRY OF EDUCATION,
CULTURE, YOUTH AND SPORT
FLORIANA

MALTA

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Ref: DCS 10/2009; Educ 132/99/IV

Date: 13.02.2009

To: Heads of School and Section

**Filling of Vacant Position of Assistant Director (Enforcement) in the
Department of Industrial & Employment Relations (MSOC/HR 1/2009)**

**Filling of Vacant Position of Assistant Director within the Ministry for Social
Policy (MSOC/HR 2/2009)**

Calls for Applications

Please bring the attached MSOC/HR Circulars Nos 1/2009 & 2/2009 to the notice of all concerned. The closing date for both Calls is noon of **Friday 6th March 2009**.

Heads are advised to ensure that all employees under their charge confirm that they have seen the Circulars by signing copies thereof.

Leonard Sacco
Director Corporate Services

**MSOC/HR Circular No.
01/2009**

**Ministry for Social Policy
Palazzo Ferreria
Valletta**

12 February 2009

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

**Filling of Vacant Position of Assistant Director (Enforcement) in the
Department of Industrial & Employment Relations.**

1. The Public Service Commission notifies that it is intended to fill the following vacant position of Assistant Director in the Ministry for Social Policy:

Position: Assistant Director (Enforcement)

Department: Industrial & Employment Relations

2. The position of Assistant Director in the Public Service is a Category A position and appointments to this position will be made on the basis of a three-year Performance Agreement. The Agreement will include a performance bonus and this entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position. However, the appointee will not be entitled to other perquisites pertaining to an appointment to a Headship position.
3. Officers who are selected for appointment to the position of Assistant Director and who hold a substantive appointment in the Malta Public Service below Scale 5, will continue to hold their substantive grade for the first two terms as Assistant Director. An Assistant Director will only be appointed to the substantive grade of Officer in Grade 5, or may opt to be appointed to the substantive grade of Officer in Grade 5 in the case of departmental grade officers, only after having served creditably for two tenures. The total six years need not necessarily be continuous but may be an aggregate of six years. The appointment in this case would be effective on completion of six creditable years in the position of Assistant Director.

- 3.1 However, in cases of retirement or boarding out, officers shall be pensioned off on their current salary within Scale 5, subject to creditable performance, even though such officers will not have served for two tenures. This provided that the officer in question has served for at least one year of their second term i.e. four years in all. If they retire before the four-year period, they will be pensioned off on the next higher scale to their substantive scale.
- 3.2 For the purpose of the 1937 Pensions Ordinance, the difference between the salary to which the officer is entitled by virtue of his/her substantive grade and the salary of the position of Assistant Director will be paid as a non-pensionable allowance.
4. Officers appointed Assistant Director on a Performance Agreement may, subject to creditable performance, be re-appointed to the same position or appointed to another Assistant Director position for successive three-year periods. Unless so appointed, they will revert to their substantive grade and be assigned duties commensurate with their grade.
5. Applications will be received from public officers in the Malta Public Service who on the closing date of applications are in a substantive grade which is not below Salary Scale 7.

For avoidance of doubt it is being made clear that public officers who, by virtue of their having a contractual appointment to a position in Government Service, are in Salary Scale 7 or above, and/or who are designated as Officer in Scale 7 or above, but whose **substantive** appointment is below Scale 7, are not eligible to apply for this position.

6. Copies of the position description in respect of this position may be obtained from the Department of Industrial & Employment Relations, attention Ms Doriette Cortis (tel: +356 21236376).
7. Eligible officers may apply for this position provided they have not already been approved for appointment as Assistant Director. However, if an officer who has been approved for appointment as Assistant Director is, in the meantime, selected to fill another position for which he/she had applied prior to his/her appointment date as Assistant Director, the officer will be given the option to choose which of the two or more positions he/she wishes to take up.
8. Once appointed, Assistant Directors may apply to fill a vacancy in a lateral position only:
 - i) after two years of the second or subsequent term in the same position unless a lateral move, or even a change of designation, occurs at the request of the Administration in the interest of the Service; or
 - ii) if the vacancy existed in the Ministry where he/she was serving prior to his/her appointment as Assistant Director, but was not

advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where he/she was serving in his/her previous grade.

9. Officers who utilize unpaid leave will have their agreement as Assistant Directors terminated. However, the years of service as Assistant Director prior to unpaid leave shall be reckonable for the attainment of the substantive grade of Officer in Grade 5, should they be selected for another Assistant Director position.
10. The Selection process, in the form of an interview, will be conducted by a Selection Board to be appointed by the Public Service Commission.
11. The Selection Board will assess the officer's track record in the Public Service, leadership, qualities, personal attributes, managerial ability and potential for assuming the responsibilities attached to the senior management position of Assistant Director. A schedule of assessment criteria and weightings for the selection process has been established to ensure uniformity of approach as well as a fair assessment of candidates. A copy of this schedule is attached to this Circular.
12. The Assistant Director (Human Resources) is to make available to the Selection Board copies of all Performance Management Programme (PMP) Reports in respect of each candidate being interviewed. In the case of candidates in respect of whom PMP reports are not available, the competent Head of Department will make out a Performance Report on similar lines. Such reports will be counter-signed by the officer concerned. The Selection Board may also consult with the Head of that Department where the vacant position is located prior to finalising its report.
13. The selection board result is valid for a period of one year from the date of issue.
14. If the appointed officer makes a lateral move in accordance with the provisions of paragraph 8 of this Circular, refuses, abandons, retires, is medically boarded out or has his contract terminated before the expiry of the validity period of the selection board result, the next-in-line successful candidate may be appointed to fill the position, subject to availability of vacancy/vacancies.
15. The result of the interviews will be sent by post to the applicants concerned by the Public Service Commission. Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.
16. Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Social Policy through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a

curriculum vitae (which should include a list of qualifications held by applicant), and an updated a Schedule of Service, in pdf format which are to be uploaded through the Portal. The closing date for the receipt of applications is noon (CET) of **Friday 6 March, 2009.**

17. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be preferably scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt> or sent separately to the receiving Ministry by not later than ten (10) working days from the closing date. Originals are to be invariably produced for verification at the interview.
18. It is the responsibility of applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as applicable. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time-limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
19. Applications will be acknowledged by e-mail within seven days.

PERMANENT SECRETARY
MINISTRY FOR SOCIAL POLICY (Social Policy)

MSOC/ HR / 02/ 2009
Ministry for Social Policy
Palazzo Ferreria
310, Republic Street
Valletta

12th February 2009

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Filling of Vacant Position of Assistant Director within the Ministry for Social Policy

1. The Public Service Commission notifies that it is intended to fill the following vacant position of Assistant Director in the Directorate as indicated hereunder:

Position / Directorate

Assistant Director / EU & International Affairs (Social Affairs),

Policy & EU Affairs (Social Affairs) Directorate, Strategy and Sustainability Division.

2. The position of Assistant Director in the Public Service is a Category A position and appointments to this position will be made on the basis of a three-year Performance Agreement. The Agreement will include a performance bonus and this entitlement will be subject to the same performance review procedure, [criteria](#) and other arrangements applicable to officers who are appointed to a Headship position. However, the appointee will not be entitled to other perquisites pertaining to an appointment to a Headship position.

3. Officers who are selected for appointment to the position of Assistant Director and who hold a substantive appointment in the Malta Public Service below Scale 5, will continue to hold their substantive grade for the first two terms as Assistant Director. An Assistant Director will only be appointed to the substantive grade of Officer in Grade 5, or may opt to be appointed to the substantive grade of Officer in Grade 5 in the case of departmental grade officers, only after having served creditably for two tenures. The total six years need not necessarily be continuous but may be an aggregate of six years. The appointment in this case would be effective on completion of six creditable years in the position of Assistant Director.

3.1 However, in cases of retirement or boarding out, officers shall be pensioned off on their current salary within Scale 5, subject to creditable performance, even though such officers will not have served for two tenures. This provided that the officer in

question has served for at least one year of their second term i.e. four years in all. If they retire before the four-year period, they will be pensioned off on the next higher scale to their substantive scale.

3.2 For the purpose of the 1937 Pensions Ordinance, the difference between the salary to which the officer is entitled by virtue of his/her substantive grade and the salary of the position of Assistant Director will be paid as a non-pensionable allowance.

4. Officers appointed Assistant Director on a Performance Agreement may, subject to creditable performance, be re-appointed to the same position or appointed to another Assistant Director position for successive *three*-year periods. Unless so appointed, they will revert to their substantive grade and be assigned duties commensurate with their grade.

5. Applications will be received from public officers in the Malta Public Service who on the closing date of applications are in a **substantive grade** which is not below Salary Scale 7.

For avoidance of doubt it is being made clear that public officers who, by virtue of their having a contractual appointment to a position in Government Service, are in Salary Scale 7 or above, and/or who are designated Officer in Scale 7 or above, but whose **substantive** appointment is below Scale 7, are not eligible to apply for this position.

6. Copies of the position descriptions in respect of these positions may be obtained from the Office of the Permanent Secretary – (Social Policy), Ministry for Social Policy, Palazzo Ferreria, 310, Republic Street, Valletta.

7. Eligible officers may apply for these positions provided they have not already been approved for appointment as Assistant Director. However, if an officer who has been approved for appointment as Assistant Director is, in the meantime, selected to fill another position for which he/she had applied prior to his/her appointment date as Assistant Director, the officer will be given the option to choose which of the two or more positions he/she wishes to take up.

8. Once appointed, Assistant Directors may apply to fill a vacancy in a lateral position only:

- i) after two years of the second or subsequent term in the same position unless a lateral move, or even a change of designation, occurs at the request of the Administration in the interest of the Service; or
- ii) if the vacancy existed in the Ministry where he/she was serving prior to his/her appointment as Assistant Director, but was not advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where he/she was serving in his/her previous grade.

9. Officers who utilize unpaid leave will have their agreement as Assistant Directors terminated. However, the years of service as Assistant Director prior to unpaid leave

shall be reckonable for the attainment of the substantive grade of Officer in Grade 5, should they be selected for another Assistant Director position.

10. The Selection process, in the form of an interview, will be conducted by a Selection Board to be appointed by the Public Service Commission.

11. The Selection Board will assess the officer's track record in the Public Service, leadership, qualities, personal attributes, managerial ability and potential for assuming the responsibilities attached to the senior management position of Assistant Director. A schedule of assessment criteria and weightings for the selection process has been established to ensure uniformity of approach as well as a fair assessment of candidates. A copy of this schedule is [attached](#) to this Circular.

12. The Assistant Director (Human Resources) is to make available to the Selection Board copies of all Performance Management Programme (PMP) Reports in respect of each candidate being interviewed. In the case of candidates in respect of whom PMP reports are not available, the competent Head of Department will make out a Performance Report on similar lines. Such reports will be counter-signed by the officer concerned. The Selection Board may also consult with the Head of that Department where the vacant position is located prior to finalising its report.

13. The selection board result is valid for a period of one year from the date of issue.

14. If the appointed officer makes a lateral move in accordance with the provisions of paragraph 8 of this Circular, refuses, abandons, retires, is medically boarded out or has his contract terminated before the expiry of the validity period of the selection board result, the next-in-line successful candidate may be appointed to fill the position, subject to availability of vacancy/vacancies.

15. The result of the interviews will be sent by post to the applicants concerned by the Public Service Commission. Petitions objecting to the result of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.

16. Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Social Policy, through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant), and an updated Schedule of Service, in pdf format which are to be uploaded through the Portal. The closing date for the receipt of applications is **noon (CET) of Friday 6 March 2009**.

17. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be preferably scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt> or sent separately to the receiving Ministry by not later than ten (10) working days from the closing date. Originals are to be invariably produced for verification at the interview.

18. It is the responsibility of applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition

Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time-limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.

19. Applications will be acknowledged by e-mail within seven days.

Permanent Secretary
Ministry for Social Policy (Social Policy)