

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



MINISTRY OF EDUCATION,
CULTURE, YOUTH AND SPORT
FLORIANA

MALTA

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Ref: DCS 18/2009; DES 1/09

Date: 03.03.2009

To: Heads of School and Section

**Subject: POSTS OF TECHNICAL OFFICER IN THE CONSTRUCTION AND
MAINTENANCE DEPARTMENT OF THE WORKS DIVISION, MINISTRY FOR RESOURCES
AND RURAL AFFAIRS**

Call for Application

Please bring the attached MPO Circular No 18/2009 to the notice of all concerned.
The closing date is **noon of Friday 20th March 2009.**

Heads are advised to ensure that all employees concerned confirm that they have
seen the Circular by signing a copy thereof.

Leonard Sacco
Director Corporate Services

MPO/250/2001

MPO CIRCULAR NO. 18/2009

MANAGEMENT AND PERSONNEL OFFICE
OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE
VALLETTA VLT 2000

3rd March 2009

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

**POSTS OF TECHNICAL OFFICER IN THE CONSTRUCTION AND MAINTENANCE
DEPARTMENT OF THE WORKS DIVISION, MINISTRY FOR RESOURCES AND
RURAL AFFAIRS**

In accordance with clause 3.1 of the current collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. The Public Service Commission invites applications from serving Public Officers holding a substantive grade in the Malta Public Service for the posts of Technical Officer in the Construction and Maintenance Department of the Works Division, Ministry for Resources and Rural Affairs. There are vacant posts as indicated hereunder:

- Restoration Unit – Bastions
- Restoration Unit - Surveying

Public Officers in the Malta Public Service who are on secondment or on loan to Public Sector Organisations may also apply.

2. The post of Technical Officer carries a salary of €13,182 per annum rising by annual increments of €354.17 up to a maximum of €15,307 (Salary Scale 12).
3. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Services Division in particular and involves liability to transfer according to the exigencies of the Malta Public Service.
- 4.1.1 The main duties of Technical Officer (Restoration Unit - Bastions) at the Construction and Maintenance Department of the Works Division include:
- a. Assisting in the coordination and monitoring the progress of the selected contractors' site works, in liaison with Restoration Unit senior staff, in order to ensure that time frames are met (bar chart monitoring), and that the quality of restoration work produced meets the tender specifications and is up to the required standard;

- b. Assisting in the coordination and monitoring of site activities, to ensure that selected contractors are meeting all tender requirements regarding site organization and Health and Safety issues;
 - c. Liaising as necessary and co-ordinating with other entities, Local Councils and Government Departments and Authorities on any matters related with the smooth execution of contract works, if and when required;
 - d. Performing other duties as may be deemed appropriate by the Director and/or Architect in charge.
- 4.1.2 Due consideration will be given to candidates who are conversant with architectural drawings, including deterioration mapping, as well as having a knowledge in fortifications construction methodologies, stone deterioration mechanisms and restoration techniques.
- 4.2.1 The main duties of Technical Officer (Restoration Unit - Surveying) at the Construction and Maintenance Department of the Works Division include:
- a. Coordinating with superiors and architect in charge to carry out detailed photogrammetric surveys;
 - b. Conducting detailed surveys of existing buildings and sites for restoration and rehabilitation;
 - c. Site setting out of all projects entrusted to the Restoration Unit;
 - d. Taking and calculating levels using various instruments;
 - e. Setting out formation levels;
 - f. Downloading/uploading data to/from CAD programmes;
 - g. Carrying out calculations relevant to establishing coordination of fixed survey points;
 - h. Supervising subordinates under his/her charge.
- 4.2.2 Due consideration will be given to candidates who have an adequate knowledge of dedicated software for the preparation of photogrammetric surveys, and in particular MSR (Metric Single Image Rectification) software used by the Restoration Unit. Due consideration will also be given to candidates who have adequate knowledge of an advanced version of ACAD, version 2000 or better on architectural and restoration drawings.
- 5.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act, 2000, even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 5.2 Representations in terms of this clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving Department and copied to the NCPD.
- 6.1 By the closing time and date of this call for applications, applicants must be:

- a) Public Officers in the grade of Assistant Technical Officer; **or**
 - b) Public Officers in the grade of Senior Technician and Senior Tradesman in possession of at least a Higher Technician Diploma or an appropriate comparable qualification.
- 6.2 The Higher Technician Diploma is rated at NVQ level 4 within the National Vocational Qualifications framework. A person in possession of a Level 3 appropriate qualification followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause Higher Technician Diploma or an appropriate comparable qualification.
- 7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.
- 7.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 7.3 It is the responsibility of applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education or other 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
- 8.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 8.2 The result of the interviews will be published by the Public Service Commission and exhibited on the notice board of the Office of the Public Service Commission and that of the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs.
- 8.3 A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the Public Service Commission where it may be accessed at <http://www.psc.gov.mt>. A press notice will also be issued to all local media organisations.
- 8.4 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 publication of the notice in the Government Gazette.

9.1 Application forms may either be downloaded from the following websites:

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

<http://www.mpo.gov.mt/downloads/recruitenglish.pdf>

or obtained from the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana.

9.2 Applicants must clearly indicate which of the post/s in paragraph 1 they are applying for.

10. The prescribed application forms together with a Service and Leave Record Form (GP 47) will be received in the first instance by the Human Resources Branch, Director People Management and Support Services, Ministry for Resources and Rural Affairs, Block 'A', Floriana, by not later than **noon** (Central European Time) of **Friday 20th March 2009**.

11. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Friday 20th March 2009 may be considered, provided that all requisite details are given. The formal application duly signed by the applicant must reach the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana by not later than one week after the closing date together with an explanation for the delay. The fax number of the receiving Division is +356 22997878.

12.1 Applications delivered by hand will be acknowledged in writing by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs and a receipt will be given in hand at the time of delivery.

12.2 Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. The applications will be acknowledged in writing by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, within seven (7) days.

L. Bonnici
f/a/Director General
Management and Personnel Office

LA

MANAGEMENT AND PERSONNEL OFFICE
Uffiċċju tal-Prim Ministru
Berġa ta' Kastilja
Valletta VLT2000

3 ta' Marzu 2009

Lis- Segretarji Permanenti
Diretturi Ġenerali
Diretturi
Kapijiet ta' Organizzazzjonijiet fis-Settur Pubbliku

POSTIJET TA' *TECHNICAL OFFICER* FID-DIPARTIMENT GĦALL-KOSTRUZZJONI U MANUTENZJONI TAT-TAQSIMA TAX-XOGĦLIJET, MINISTERU GĦAR-RIŻORSI U L-AFFARIJET RURALI

Skont klawnsola 3.1 tal-Ftehim Kollettiv kurrenti, nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet mingħand Uffiċjali Pubbliċi li għandhom grad sustantiv fis-Servizz Pubbliku ta' Malta għall-postijiet ta' *Technical Officer* fid-Dipartiment għall-Kostruzzjoni u Manutenzjoni tat-Taqsima tax-Xogħlijiet. Hemm postijiet vakanti kif indikat hawn taft.

- Taqsima tar-Restawr – *Bastions*
- Taqsima tar-Restawr – *Surveying*

Uffiċjali Pubbliċi li għandhom grad sustantiv fis-Servizz Pubbliku ta' Malta li huma sekondati jew mislufin lill-Organizzazzjonijiet fis-Settur Pubbliku jistgħu japplikaw ukoll.

2. Is-salarju ta' *Technical Officer* ikun ta' €13,182 fis-sena, li jżded b'€354.17 fis-sena sa massimu ta' €15,307 (Skala ta' Salarju 12).

3. Il-ħatra, li tkun bi prova għal sena, hija fuq bażi *full time* u hija suġġetta għar-regoli u r-regolamenti li jgġvernaw is-Servizz Pubbliku ta' Malta b'mod ġenerali u t-Taqsima tax-Xogħlijiet b'mod partikolari, u tinkludi li l-persuna tista' tiġi trasferita skont l-esiġenzi tas-Servizz Pubbliku ta' Malta.

4.1.1 Id-dmirijiet prinċipali ta' persuna fil-grad ta' *Technical Officer* (Taqsima tar-Restawr - *Bastions*) fid-Dipartiment għall-Kostruzzjoni u Manutenzjoni tat-Taqsima tax-Xogħlijiet jinkludu:

- a. Tgħin fil-koordinazzjoni u rappurtaġġ ta' progress fuq xogħlijiet imwettqa mill-kuntratturi, flimkien mal-*istaff* fi grad ogħla tat-Taqsima tar-Restawr sabiex jiġi żgurat li x-xogħol jitlesta fiż-żmien stipolat (*bar chart monitoring*), u tara li l-kwalita' ta' xogħol ta' restawr jilħaq l-ispeċifikazzjonijiet tat-*Tender* u l-*istandard* rikjest;

- b. Tikkoordina u ssegwi x-xogħlijiet sabiex jiġi żgurat li il-kuntratturi magħżula jkunu qegħdin jilfqu dak kollu li jkun rikjest fit-*Tender* għal dak li għandu x'jaqsam ma' organizzazzjoni tas-sit u miżuri ta' Saħħa u Sigurta';
 - c. Tieġu f'sieb tikkoordina ma' entitajiet oħra, bħall-Kunsilli Lokali, Dipartimenti tal-Gvern u Awtoritajiet skont u kif rikjest sabiex jiġi faċilitat it-twertieq tax-xogħlijiet;
 - d. Taqdi dmirijiet oħra skont kif meħtieġ mid-Direttur u/jew il-Perit inkarigat.
- 4.1.2 Tingħata kunsiderazzjoni xierqa lil dawk il-kandidati li jkollhom idea ta' u jkunu jafu jinterpretaw pjanti, u *deterioration mapping*; kif ukoll ikunu jifhmu fil-metodologiji ta' bini ta' fortifikazzjoni, fil-mekkaniżmi ta' diterjorazzjoni tal-ġebbla u fit-teknika ta' restawr.
- 4.2.1 Id-dmirijiet prinċipali ta' persuna fil-grad ta' *Technical Officer* (Taqsimat tar-Restawr - *Surveying*) fid-Dipartiment għall-Kostruzzjoni u Manutenzjoni tat-Taqsimat tax-Xogħlijiet jinkludu:
- a. Tikkoordina *detailed photogrammetric surveys* kemm mas-superjuri tagħha kif ukoll mal-Perit inkarigat;
 - b. Ittella *surveys* ta' bini eżistenti u siti ta' restawr u rijabilitazzjoni;
 - c. Tagħmel *setting out* tal-proġetti kollha afdati lit-Taqsimat tar-Restawr;
 - d. Tieġu qisien u kalkoli ta' livelli permezz tal-għodda differenti;
 - e. Toħroġ u tagħti livelli;
 - f. Iddaħħal informazzjoni fil- u/jew tieġu informazzjoni minn programmi CAD;
 - g. Tikkalkula koordinati (*coordinates*) relatati ma' *surveys*;
 - h. Tagħmel superviżjoni tal-ħaddiema li jiġu taħtha.
- 4.2.2 Tingħata kunsiderazzjoni xierqa lil dawk il-kandidati li jkunu familjari ma' programmi tal-kompjuter apposta bi tnejn għal-*photogrammetric surveys* u b'mod partikulari I-MSR (*Metric Single Image Rectification*) li huwa programm tal-kompjuter użat mit-Taqsimat tar-Restawr. Tingħata kunsiderazzjoni wkoll lil dawk il-kandidati li jkunu jafu jużaw programm avanzat tal-ACAD, 'version 2000' jew xi programm aħjar dwar disinni ta' arkitettura u restawr.
- 5.1 Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Dizabilita' (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skont Sezzjoni 7 tal-Att dwar Opportunitajiet Indaq (Persuni b'Dizabilita'), 2000, anke jekk ma' jkunux jissodisfaw għal kollox il-parametri tal-eligibbiltà għall-post. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post fl-essenza tagħhom, u sakemm ikun hemm qbil min-naħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku ta' Malta.
- 5.2 Is-sottomissjonijiet skont din il-klawsola għandhom jintbagħtu mal-formola tal-applikazzjoni u għandhom ikunu msaħħa b'dokumenti rilevanti li jinkludu

evidenza dokumentata tar-reġistrazzjoni tal-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha tal-eliġibbiltà u għaliex huma mistfioqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tiġi indirizzata lid-Dipartiment riċevanti u tkun ikkupjata lill-KNPD.

- 6.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:
- (a) Uffiċjali Pubbliċi fil-grad ta' *Assistant Technical Officer*; **jew**
 - (b) Uffiċjali Pubbliċi fil-grad ta' *Senior Technician* jew *Senior Tradesman* li huma fil-pussess ta' mill-anqas il-*Higher Technician Diploma* jew kwalifika xierqa komparabbli.
- 6.2 Il-*Higher Technician Diploma* hija meqjusa bħala kwalifika f'Livell 4 fl-Istruttura Nazzjonali tal-Kwalifiċi Vokazzjonali. Persuna li jkollha kwalifika xierqa f'Livell 3, segwita b'sentejn esperjenza xierqa u ppruvata, jitqiesu bħala li jissodisfaw il-klawsola '*Higher Technician Diploma* jew kwalifika xierqa komparabbli'.
- 7.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti illi kopji tagħhom għandhom ikunu jew mehmużin mal-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data tal-għeluq. Kopji mgħoddija bl-*iscanner* huma aċċettabbli.
- 7.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.
- 7.3 Hija r-responsabilità ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet/Istituzzjonijiet edukattivi terzjarji, jew istituzzjonijiet oħra, Maltin jew barranin, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabilità ta' kwalifiki maħruġa mill-*Malta Qualifications Recognition Information Centre (MQRIC)* fil-Ministeru ta' l-Edukazzjoni, Kultura, Żgħażaġh u Sport jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża mal-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni ikunu jistgħu japplikaw, iżda jridu jibgħatu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċevanti kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data tal-għeluq tas-sejha għall-applikazzjonijiet. Applikanti li ma jillħqux jipprezentaw din id-dikjarazzjoni fi żmien xahar għal raġunijiet mhux fil-kontroll tagħhom, jistgħu jitolbu għal estensjoni b'xahar ieħor lill-Kap tad-Dipartiment fejn qed jintlaqgħu l-applikazzjonijiet, u jindikaw b'mod ċar ir-raġunijiet għad-dewmien. Talbiet għal estensjonijiet itwal minn dan il-perjodu għandhom jiġu sottomessi għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.
- 8.1 L-applikanti eliġibbli jkunu jridu joqogħdu għal intervista minn Bord tal-Għażla biex jiġi aċċertat li huma adatti għal dan il-post.
- 8.2 Ir-riżultat tal-intervisti jiġi ppubblikat mill-Kummissjoni dwar is-Servizz Pubbliku u jiġi esebit fuq in-*notice board* tal-Uffiċċju tal-Kummissjoni dwar is-

Servizz Pubbliku u dik tas-Sezzjoni għar-Riżorsi Umani, Direttorat *People Management u Support Services*, Ministeru għar-Riżorsi u l-Affarijiet Rurali.

- 8.3 Avviż dwar il-ħruġ tar-riżultati jiġi ppubblikat fil-Gazzetta tal-Gvern u jitniżżel ukoll mill-*website* tal-Kummissjoni dwar is-Servizz Pubbliku fuq <http://www.psc.gov.mt>. Joħroġ ukoll avviż fil-*media* kollha.
- 8.4 Oġġezzjonijiet għar-riżultati skont Sezzjoni 1.1.10 tal-*Public Service Management Code* għandhom jiġu sottomessi fi żmien għaxart ijiem ta' xogħol mid-data tal-pubblikazzjoni tal-avviż fil-Gazzetta tal-Gvern.
- 9.1 Il-formoli tal-applikazzjoni jistgħu jitniżżlu minn dawn il-*websites*:
http://www.doi.gov.mt/EN/employment_opp/recruitmalti.pdf
<http://www.mpo.gov.mt/downloads/recruitmalti.pdf>
- jew jingabru mis-Sezzjoni għar-Riżorsi Umani, Direttorat *People Management u Support Services*, Ministeru għar-Riżorsi u l-Affarijiet Rurali, Blokk 'A', il-Furjana.
- 9.2 L-applikanti jridu jindikaw b'mod ċar għal liema post/postijiet f'paragrafu 1 qegħdin japplikaw għalih/għalihom.
10. L-applikazzjonijiet flimkien ma' *Service and Leave Record Form (GP 47)* jintlaqgħu primarjament mis-Sezzjoni għar-Riżorsi Umani, Direttur (*People Management u Support Services*), Blokk 'A', il-Furjana, sa mhux aktar tard min-**nofsinhar** (*Central European Time*) ta' nhar **il-Gimgha 20 ta' Marzu 2009**.
11. Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' *fax* jew ta' xi messaġġ ieħor simili sa nofsinhar (*Central European Time*) ta' nhar il-Gimgha **20 ta' Marzu** 2009 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand is-Sezzjoni Għar-Riżorsi Umani, Direttorat *People Management u Support Services*, Ministeru għar-Riżorsi u l-Affarijiet Rurali, Blokk 'A', il-Furjana, sa mhux aktar tard minn gimgha wara d-data tal-għeluq tal-applikazzjonijiet u għandha tingħata spjegazzjoni għad-dewmien. In-numru tal-*fax* tas-Sezzjoni riċeventi hu (+356) 22997878.
- 12.1 Tingħata rċevuta minnufih għal kull applikazzjoni li titwassal bl-idejn għand id-Direttur (*People Management u Support Services*), Ministeru għar-Riżorsi u l-Affarijiet Rurali.
- 12.2 Applikazzjonijiet li jaslu bil-posta għandhom ikunu registrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi sad-data tal-għeluq. Id-Direttur (*People Management u Support Services*), Ministeru għar-Riżorsi u l-Affarijiet Rurali jibgħat irċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiet.

L. Bonnici
għall-a/Direttur Ġenerali
Management and Personnel Office