

1. Applicable benefits, conditions and rules/regulations

1.1 The call for applications is subject to any conditions and rules/regulations arising from the Public Service Management Code, which may be accessed at <https://publicservice.gov.mt/en/public-service-management-code-page>, and its supplementary manuals.

1.2 The 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.

1.3 The appointment which, unless otherwise specified in the call for applications, is on a full-time basis, is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Division/Department/Directorate in particular where the vacancy exists and involves liability to transfer according to the exigencies of the Malta Public Service.

1.4 In the case of appointment to a position of a definite nature (i.e. where there is an objective reason), if a selected candidate is a Public Officer holding an indefinite appointment in the Malta Public Service, irrespective of whether this indefinite appointment was confirmed or not, he/she will retain his/her indefinite appointment during the assignment period and will revert to his/her indefinite appointment if the assignment is terminated or is not renewed. In the case of a selected candidate who is not a Public Officer, his/her employment with the employing Ministry/Department/Division/Directorate as well as the Government of Malta will be discontinued if the assignment is terminated or is not renewed.

1.5 If a selected candidate is a public officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on the basic salary of his/her substantive grade, or on the basic salary of his/her actual office, if lower, at the time of leaving the Service.

1.6 For eligibility purposes, breaks of service may be taken into account in the computation of “service in the grade” or “experience”, if and as applicable, as provided in paragraphs 3.10 and 3.11 of the Manual on Resourcing Policies and Procedures .

1.7 Acceptance of an indefinite appointment signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position or applications by Gozo-resident officers who have accepted an appointment in Malta while having a pending application for a post in Gozo.

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1.8* Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy. The applicability of this clause is without prejudice to any eligibility requirements specified in the sectoral agreement that regulates the respective class.

However, an officer holding a position of a definite nature (i.e. with objective reason), who is in the last four (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

In the case of calls for applications within the Managerial/Officer/Practitioners streams :-

- a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and if appointed are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria, and
- b. All other officers, before applying laterally must be confirmed in appointment, and are to serve in this post, for a minimum of two (2) years. The latter condition (i.e. to serve in the post for a minimum of 2 years) is not applicable for promotion purposes.

*** Some exceptions apply in the case of calls for applications issued to fill vacancies in Gozo, in which case the respective provisions are indicated in the call for applications itself.**

1.9 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

1.10 Selected candidates must be eligible to take up their due appointment, in terms of the requirements of the respective call for applications, not only by the closing time and date of the call for applications but also on the date of appointment.

2. Reasonable accommodation for registered persons with disability

2.1 Persons registered with Aġenzija Sapport shall be given reasonable accommodation in terms of Article 27 of the Second Schedule of the United Nations Convention for the Rights of Persons with Disability Act (Chapter 627 of the Laws of Malta) as further interpreted by the Fourth Schedule of the same Act, even if they do not satisfy, in full, the requirements for this

post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.

2.2 Requests for reasonable accommodation are to be made through the specific form available on the People & Standards Division website at the address <https://publicservices.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FoformsandTemplates.aspx> (People Resourcing & Compliance – forms and templates), which should be attached to the application form and supported with relevant documentation including documentary evidence of registration with the Aġenzija Sapport. Reasoned justification should be given why full eligibility requirements are not being met and why reasoned considerations are merited. All correspondence is to be addressed to the receiving Department/Division/Directorate.

2.3 Moreover, in those cases where the call for applications stipulates entry into a grade/position through an examination, whether public or internal, in the case of persons with a disability registered with the Aġenzija Sapport, special examination arrangements shall be made as established in the University of Malta Guidelines to MATSEC Examinations Access Arrangements, 2011 (these may be accessed on <http://www.um.edu.mt/about/services/support/access>).

3. Qualifications

3.1 Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent^{1*}.

*A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' 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.

3.2 In the case of candidates who are appointed prior to achieving the required qualification by the date stipulated in the respective call for applications, the following conditions apply:-

- a. The probation period and progression entitlement (as the case may be) start to count from date of appointment.
- b. Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification.
- c. Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.

¹ Do not include if no qualifications are being requested.

4. Provisions applicable to applicants who are Public Sector employees

4.1 To determine the comparable level of responsibility of Public Sector employees currently seconded with the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

4.2 The current arrangement, whereby Public Sector employees seconded with the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL *ipso facto* terminated following the successful completion of the probationary period.

5. Submission of recognition statements in respect of qualifications

5.1 With the exception of those qualifications referred to in paragraphs 5.2 and 5.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority, which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://mfhea.mt/academic-qualifications/>. Such statement should be attached to the application and the original presented at the interview.

5.2 Prior to requesting recognition statements as per paragraph 5.1 above in respect of their qualifications, candidates should first consult the Malta Qualifications Database” of the MFHEA which can be accessed on <http://qualifications.ncfhe.gov.mt/#/dashboard>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 5.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

5.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: The ‘Malta Further And Higher Education Authority deems this certificate to be MQF _____’.

5.4 In the case of qualifications not covered by 5.2 and 5.3, applicants are to submit the recognition statement as described in paragraph 5.1. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available, and, in any case, by not later than four (4) months for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection

process. Moreover, subject to availability of vacancies, appointment cannot be made before the positive equivalence report is received from MQRIC.

6. Submission of representations regarding ineligibility, publication of result and submission of petitions relating to the result

6.1 Representations on issues of ineligibility may be made by candidates to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Such representations, in writing, are to reach the Commission within 5 working days from the date on which the candidate is informed by the Selection Board that s/he is not eligible.

6.2 In the case of posts below Scale 5, the result will be published by, and exhibited on the notice board of, the Department/Division/Directorate which is issuing the call for applications.

6.3 A notification of the issue of the result will (i) appear on the website of the Department/Division/Directorate which is issuing the call for applications and (ii) be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

6.4 In the case of posts in Scale 5 or higher, the result will be sent personally to the candidates by the Department/Division/Directorate which is issuing the call for applications.

6.5 Petitions objecting to the result are to be submitted to the Executive Secretary, Public Service Commission. Petitions are to reach the Commission within 10 working days from the date on which a notification appears on the website of the Department/Division/Directorate stating that the result has been published. Candidates are advised to regularly check the respective website in order to be aware of the publication of the result. Failure to receive an SMS alert notifying the issue of the result does not constitute a justification for submitting a petition beyond the 10 working day time limit. In the case of posts/positions in Scale 5 or above, petitions are to reach the Commission within 10 working days from the date on which the result is sent to the candidate.

7. Medical examination

7.1 To be eligible for appointment in certain particular sectors, applicants may be required to undergo a medical examination and to satisfy particular physical criteria, as part of the assessment process.

8. Downloading, submission and acknowledgement of applications

8.1 Applications may be submitted on the forms which can be downloaded from the following website:-

<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>

or obtained from the Department/Division/Directorate receiving the applications.

8.2 Applications received from abroad through email, fax or other similar message by closing time and date of this call for applications may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the receiving Department/Division/Directorate by not later than a week after the closing date together with an explanation for the delay. The fax number and e-mail address can be viewed on the call for applications.

8.3 (a) Applications delivered by hand will be acknowledged in writing by the receiving Department/Division/Directorate and a receipt will be given in hand at the time of delivery.

(b) 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 receiving Department/Division/Directorate within seven (7) days².

(c) In the case of applications submitted through the Online Government Recruitment Portal (<http://recruitment.gov.mt>), a computer-generated e-mail acknowledging the receipt of the applications will be issued³.

9. Supporting information

9.1 In the case of Public Officers, the GP 47 will be requested by HR Unit of the ministry /department issuing the call for application.

9.2 In the case of Public Sector employees seconded with the Public Service and RSSL employees, the HR Unit of the ministry /department issuing the call for application will request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of which it will be understood that no disciplinary action was ever taken).

9.3 In the case of Public Sector employees seconded with the Public Service, the HR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry.

² **Section 8.1 -8.3(b)** - This paragraph is to be used in the case of posts/positions in the Industrial Grades when application through the Recruitment Portal is not mandatory.

³ This paragraph is to be used in the case of posts/positions in Scale 16 and higher, i.e., when application through the Recruitment Portal is mandatory.

10. Retention of Documents

10.1 Unless otherwise specified in the call for applications, in accordance with the Retention Policy for HR Documents in the Malta Public Service, personal data of applicants appointed to this post shall be retained for a period of ten (10) years from age of retirement at the People & Standards Division, and for ten (10) years from the date of termination of employment at line ministries, departments/divisions/directorates concerned. All other application forms will be retained for one (1) year subsequent to the validity period of the relevant call for applications (unless, in the interim, a complaint connected with this call for applications has been filed).

10.2 In the case of EU funded/co-financed positions, applications will be retained for the period stipulated in the regulations governing the EU programme for which the call for applications concerned is issued.