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NOTIFIKAZZJONI JIET TAL-GVERN**Nru. 219****L-ATT DWAR IL-ĞESTJONI
TAL-FINANZI PUBBLICI
(KAP. 601)****Tribunal għas-Sanzjonijiet Kummerċjali**

NGHARRFU għall-informazzjoni ta' kulħadd illi bis-saħħha tas-setgħat mogħtija lilu bir-Regolament 96(2) tar-Regolamenti dwar l-Akkwist Pubbliku (L.S.601.03) il-Prim Ministru ġħatar lis-Sur Silvan Mifsud bħala Membru Sostitut fuq it-Tribunal għas-Sanzjonijiet Kummerċjali. Din il-ħatra hija valida għal perjodu ta' tliet snin b'seħħ mit-12 ta' Frar, 2024.

It-12 ta' Frar, 2024

Nru. 220**ATT DWAR IL-PROFESSJONI
TA' XOGĦOL SOĊJALI
(KAP. 468)****Bord dwar il-Professjoni tax-Xogħol Soċjali**

NGHARRFU b'din għall-informazzjoni ta' kulħadd illi bis-saħħha tas-setgħat mogħtija bl-artiklu 4 tal-Att dwar il-Professjoni tax-Xogħol Soċjali, (Kap. 468), u għall-finijiet ta' dak l-Att, il-Ministru għall-Politika Soċjali u d-Drittijiet tat-Tfal approva l-ħatra tas-Sa Maria Mangion bħala membru fuq il-Bord dwar il-Professjoni tax-Xogħol Soċjali minflok Dott. Claudia Psaila.

Din il-ħatra tibqa' valida sal-4 ta' Settembru, 2024.

Is-16 ta' Frar 2024

Nru. 221**AUTOMATED REVENUE MANAGEMENT
SERVICES LTD****Bord tad-Diretturi**

NGHARRFU b'din illi l-Bord tad-Diretturi ta' Automated Revenue Management Services Ltd inħatar kif jidher hawn taħt għall-perjodu bejn 1-4 ta' Jannar, 2024 u t-3 ta' Jannar, 2025.

GOVERNMENT NOTICES**No. 219****PUBLIC FINANCE
MANAGEMENT ACT
(CAP. 601)****Commercial Sanctions Tribunal**

IT is notified for general information that in exercise of the powers conferred by Regulation 96(2) of the Public Procurement Regulations (S.L.601.03) the Prime Minister has appointed Mr Silvan Mifsud as Substitute Member on the Commercial Sanctions Tribunal. This appointment is valid for a period of three years with effect from 12th February, 2024.

12th February, 2024

No. 220**SOCIAL WORK
PROFESSION ACT,
(CAP. 468)****Social Work Profession Board**

IT is hereby notified for general information that in exercise of the powers conferred by section 4 of the Social Work Profession Act, (Cap. 468), and for the purpose of that Act, the Minister for Social Policy and Children's Rights has approved the appointment of Ms Maria Mangion as member on the Social Work Profession Board instead of Dr Claudia Psaila.

This appointment shall remain valid until 4th September, 2024.

16th February 2024

No. 221**AUTOMATED REVENUE MANAGEMENT
SERVICES LTD****Board of Directors**

IT is notified that the Automated Revenue Management Services Ltd Board of Directors has been appointed as shown below for the period between 4th January, 2024 up to 3rd January, 2025.

Chairperson
Is-Sa Nadia Pace

Deputat Chairperson
Dott. Ryan C. Pace

Diretturi
Is-Sa Tania Brown
Is-Sa Maria Camilleri
Is-Sur Karl Cilia
L-Ing. Ryan Fava
Is-Sur Joseph Vella

Ngħarrfu wkoll illi Dott. Katia Farrugia Cachia nħatret Direttur fuq l-listess bord għall-perjodu bejn is-27 ta' Jannar, 2024 u t-3 ta' Jannar, 2025.

Is-16 ta' Frar 2024

Nru. 222

**MINISTERU GHALL-INTERN, IS-SIGURTÀ,
IR-RIFORMI U L-UGWALJANZA**

Hatra tal-Membri tal-Bord tal-Parole

IL-MINISTRU għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwäljanza b'din qed jgħarraf, għall-informazzjoni ta' kulħadd, l-emenda li ġejja fil-kompożizzjoni tal-Bord tal-Parole.

Dott. Marycien Vassallo se tieħu post Dott. Yana Bonello.

Din il-ħatra hija b'seħħi mill-14 ta' Frar, 2024 u valida sal-1 ta' Frar, 2029.

L-14 ta' Frar, 2024

Nru. 223

BORD GHAR-REVIŻJONI TAL-GHOTJIET

NGHARRFU għall-informazzjoni ta' kulħadd illi l-Ministru għall-Finanzi u x-Xogħol fuq il-parir tal-Ministeru għall-Politika Soċjali u d-Drittijiet tat-Tfal (MSPC), hatar lil dawn il-persuni fuq il-Bordijiet għar-Revizjoni tal-Għotjet kif ġejjin skont l-Iskemi ppubblikati fil-Gazzetta tal-Gvern ta' Malta tad-29 ta' April, 2022:

Bord għar-Revizjoni tal-Ġhotjet (MSPC)

Chairperson
Is-Sur Raymond Muscat

Chairperson
Ms Nadia Pace

Deputy Chairperson
Dr Ryan C. Pace

Directors
Ms Tania Brown
Ms Maria Camilleri
Mr Karl Cilia
Ing. Ryan Fava
Mr Joseph Vella

It is also notified that Dr Katia Farrugia Cachia was appointed Director on the same board for the period between 27th January, 2024 up to 3rd January, 2025.

16th February 2024

No. 222

**MINISTRY FOR HOME AFFAIRS, SECURITY,
REFORMS AND EQUALITY**

Appointment of Members of the Parole Board

The Ministry for Home Affairs, Security, Reforms and Equality is hereby notifying, for general information, the following amendment to the composition of the Parole Board.

Dr Marycien Vassallo is to replace Dr Yana Bonello.

This appointment is with effect from 14th February, 2024 and valid up to 1st February, 2029.

14th February, 2024

No. 223

GRANT REVIEW BOARD

IT is notified for general information that the Minister for Finance and Employment on the recommendation of the Ministry for Social Policy and Children's Rights (MSPC) has appointed these persons on the following Grant Review Boards to Schemes published in the Malta Government Gazette of the 29th April, 2022:

Grant Review Board (MSPC)

Chairperson
Mr Raymond Muscat

Membri

Is-Sur Joseph M. Saliba
Is-Sur Charles Cilia

Segretarju

Is-Sur Martin Buhagiar

Dawn il-ħatriet huma validi għal perijodu ta' sena b'seħħi mis-7 ta' Frar, 2024.

Is-7 ta' Frar 2024

Nru. 224

**HATRA TA' AĞENT KAP
UFFIČĊU KONĞUNT**

IS-SEGRETARJU Permanenti fil-Ministeru għall-Artijiet u l-Implimentazzjoni tal-Programm Elettorali approva l-ħatra temporanja li ġejja:

ISEM <i>NAME</i>	POŽIZZJONI <i>POSITION</i>	DIPARTIMENT <i>DEPARTMENT</i>	DATA <i>DATE</i>
Il-Prokuratur Legali Alan Scicluna	Kap <i>Head</i>	Ufficiċċu Konġunt <i>Joint Office</i>	23.2.2024 - 26.2.2024

Is-16 ta' Frar, 2024

Members

Mr Joseph M. Saliba
Mr Charles Cilia

Secretary

Mr Martin Buhagiar

These appointments are valid for a period of one year with effect from 7th February, 2024.

7th February, 2024

No. 224

**APPOINTMENT OF ACTING HEAD
JOINT OFFICE**

THE Permanent Secretary in the Ministry for Lands and the Implementation of the Electoral Programme has approved the following acting appointment:

16th February, 2024

Nru. 225

**DEPUTAT SEGRETARJU EŻEKUTTIV
TAL-KUNSILL LOKALI**

NGHARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt ġiet appuntata Deputat Segretarju Eżekuttiv ta' dak il-Kunsill b'seħħi mill-15 ta' Jannar, 2024:

Kunsill Lokali *Deputat Segretarju Eżekuttiv*

Santa Lucija Marica Gambin

Is-16 ta' Frar, 2024

Nru. 226

**SEGRETARJU EŻEKUTTIV
TAL-KUNSILL LOKALI**

NGHARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemmija hawn taħt ġiet appuntata Segretarju Eżekuttiv ta' dak il-Kunsill b'seħħi mill-4 ta' Dicembru, 2023:

16th February, 2024

No. 225

**LOCAL COUNCIL DEPUTY
EXECUTIVE SECRETARY**

IT is hereby notified for general information that the following person has been appointed Deputy Executive Secretary of that Local Council with effect from 15th January, 2024:

Local Council *Deputy Executive Secretary*

Santa Lucija Marica Gambin

16th February, 2024

No. 226

**LOCAL COUNCIL
EXECUTIVE SECRETARY**

IT is hereby notified for general information that the following person has been appointed Executive Secretary of that Local Council with effect from 4th December, 2023:

*Kunsill Lokali**Segretarju Eżekuttiv**Local Council**Executive Secretary*

Kalkara

Etienne Scicluna

Kalkara

Etienne Scicluna

Is-16 ta' Frar, 2024

16th February, 2024

Nru. 227**No. 227**

**SEGRETERJU EŻEKUTTIV
TAL-KUNSILL LOKALI**

NGHARRFU b'din għall-informazzjoni ta' kulħadd illi l-persuna msemija hawn taħt ġiet appuntata Segretarju Eżekuttivta' dak il-Kunsill b'seħħ mill-1 ta' Dicembru, 2023:

*Kunsill Lokali**Segretarju Eżekuttiv**Local Council**Executive Secretary*

L-Għasri

Silvio Xerri

Għasri

Silvio Xerri

Is-16 ta' Frar, 2024

16th February, 2024

Nru. 228**No. 228**

**ATT DWAR IL-PROFESSJONI NUTARILI
U ARKIVJI NUTARILI
(KAP. 55)**

**NOTARIAL PROFESSION AND
NOTARIAL ARCHIVES ACT
(CAP. 55)**

ILLI permezz ta' digriet, mogħti nhar is-6 ta' Frar, 2024, u b'referenza għar-rikors li jgib in-numru 1201/2023, il-Qorti tar-Revizjoni tal-Att Notarili ddikjarat illi n-Nutar Dott. Claudine Micallef waqfet milli teżerċita l-funzjoni tagħha bħala nutar.

Illi konsegwenza tal-fatt illi n-Nutar Dott. Claudine Micallef waqfet milli teżerċita l-funzjoni tagħha bħala nutar, il-Qorti tar-Revizjoni tal-Att Notarili ġat-tar-Revizjoni tal-Att Notarili. Dr Claudine Micallef stopped exercising her function as a notary.

Illi bl-istess digriet datat 6 ta' Frar, 2024, il-Qorti tar-Revizjoni tal-Att Notarili, ornat lin-Nutar Principali tal-Gvern u Arkivista, Dott. Keith Francis German, sabiex inizże l-isem tan-Nutar Claudine Micallef fil-lista tal-ismijiet tan-nutara li ma humiex jeżerċitaw il-funzjoni tagħhom.

Qorti ta' Revizjoni tal-Att Notarili

Illum it-Tnejn, 12 ta' Frar, 2024

ADRIAN MICALLEF

Deputat Registratur, Qorti tar-Revizjoni tal-Att Notarili

IT is hereby notified for general information that the following person has been appointed Executive Secretary of that Local Council with effect from 1st December, 2023:

*Local Council**Executive Secretary*

Għasri

Silvio Xerri

16th February, 2024

**NOTARIAL PROFESSION AND
NOTARIAL ARCHIVES ACT
(CAP. 55)**

THAT by means of a decree, given on 6th February, 2024, and with reference to the application bearing number 1201/2023, the Court of Revision of Notarial Acts declared that the Notary Dr Claudine Micallef stopped exercising her function as a notary.

That as a consequence of the fact that the Notary Dr Claudine Micallef stopped exercising her function as a notary, the Court of Review of Notarial Deeds appointed the Government's Principal Notary and Archivist, Dr Keith Francis German, as notary conservator of the Acts of Notary Dr Claudine Micallef.

That by the same decree dated 6th February, 2024, the Court of Revision of Notarial Acts, ordered the Government's Principal Notary and Archivist, Dr Keith Francis German, in order to list the name of Notary Dr Claudine Micallef in the list of names of notaries who are not exercising their function.

Court of Review of Notarial Acts

Today Monday, 12th February, 2024

ADRIAN MICALLEF

Deputy Registrar, Court of Revision of Notarial Acts

Nru. 229

**ATT DWAR IL-PROFESSJONI NUTARILI
U ARKIVJI NUTARILI
(KAP. 55)**

ILLI permezz ta' digriet, mogħti nhar is-6 ta' Frar, 2024, u b' referenza għar-rikors li jgħib in-numru 135/2024, il-Qorti tar-Revizjoni tal-Attu Notarili ddikjarat illi n-Nutar Dott. Elsa Borg Cardona waqfet milli teżerċita l-funzjoni tagħha bħala nutar.

Illi konsegwenza tal-fatt illi n-Nutar Dott. Elsa Borg Cardona waqfet milli teżerċita l-funzjoni tagħha bħala nutar, il-Qorti tar-Revizjoni tal-Attu Notarili ġat-tar-Revizjoni u Arkivista, Dott. Keith Francis German, bħala nutar konservatur tal-atti tan-Nutar Dott. Elsa Borg Cardona.

Illi bl-istess digriet datat 6 ta' Frar, 2024, il-Qorti tar-Revizjoni tal-Attu Notarili, ornat lin-Nutar Princípali tal-Gvern u Arkivista, Dott. Keith Francis German, sabiex inizże l-isem tan-Nutar Elsa Borg Cardona fil-lista tal-ismijiet tan-nutara li ma humiex jeżerċitaw il-funzjoni tagħhom.

Qorti ta' Revizjoni tal-Attu Notarili

Illum it-Tnejn, 12 ta' Frar, 2024

**ADRIAN MICALLEF
Deputat Registratur, Qorti tar-Revizjoni tal-Attu Notarili**

Nru. 230

**ATT DWAR IL-PROFESSJONI NUTARILI
U ARKIVJI NUTARILI
(KAP. 55)**

Nomina ta' Nutar Delegat/Konservatur

NGħARRFU b'dan illi bis-saħħha tas-setgħat mogħtijin bl-artikolu 20 tal-Att dwar il-Professjoni u Arkivji Nutarili, il-Qorti ta' Revizjoni Nutarili innominat lin-Nutar Dott. Sara Ellul bħala nutar delegat u konservatur tal-atti tan-Nutar Dott. Emma Zammit u dan għall-perjodu bejn id-9 ta' Frar, 2024 u s-16 ta' Frar, 2024.

Illum it-Tnejn, 12 ta' Frar, 2024

**ADRIAN MICALLEF
Deputat Registratur, Qorti tar-Revizjoni tal-Attu Notarili**

No. 229

**NOTARIAL PROFESSION AND
NOTARIAL ARCHIVES ACT
(CAP. 55)**

THAT by means of a decree, given on 6th February, 2024, and with reference to the application bearing number 135/2024, the Court of Revision of Notarial Acts declared that the Notary Dr Elsa Borg Cardona stopped exercising her function as a notary.

That as a consequence of the fact that the Notary Dr Elsa Borg Cardona stopped exercising her function as a notary, the Court of Review of Notarial Deeds appointed the Government's Principal Notary and Archivist, Dr Keith Francis German, as notary conservator of the Acts of Notary Dr Elsa Borg Cardona.

That by the same decree dated 6th February, 2024, the Court of Revision of Notarial Acts, ordered the Government's Principal Notary and Archivist, Dr Keith Francis German, in order to list the name of Notary Dr Elsa Borg Cardona in the list of names of notaries who are not exercising their function.

Court of Review of Notarial Acts

Today Monday, 12th February, 2024

**ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts**

No. 230

**NOTARIAL PROFESSION AND
NOTARIAL ARCHIVES ACT
(CAP. 55)**

Appointment of Notary Delegate/Keeper

IT is hereby notified that in exercise of the powers conferred by Section 20 of the Notarial Profession and Notarial Archives Act, the Court of Revision of Notarial Acts has appointed Notary Dr Sara Ellul to be notary delegate and keeper of the Acts for Notary Dr Emma Zammit for the period between the 9th February, 2024 till the 16th February, 2024.

Today Monday, 12th February, 2024

**ADRIAN MICALLEF
Deputy Registrar, Court of Revision of Notarial Acts**

Nru. 231

**UFFIĊĊU TAL-KAP ARALDU
TAL-ARMI TA' MALTA**

Regolamenti dwar l-Araldika u l-Ġenealogija

NGħARRFU illi bis-saħha tal-provvediment tal-artiklu 9(2) tar-Regolamenti tal-2021 dwar Araldika u l-Ġenealogija (A.L. 489 tal-2021) (L.S. 445.07), Il-Kap Araldu tal-Armi ta' Malta jgħarraf illi l-persuni msemmija aktar 'l-isfel applikaw għall-Konċessjoni/Reġistrazzjoni ta' Armi mill-Uffiċċju tal-Kap Araldu tal-Armi ta' Malta.

Kulhadd jista' jgħarraf lil Kap Araldu tal-Armi ta' Malta sa mhux aktar tard minn wieħed u għoxrin ġurnata (21) wara l-publikazzjoni ta' rapreżentazzjonijiet validi u konkluživi favur jew kontra l-applikazzjoni. Dawn ir-rapreżentazzjonijiet għandhom jkunu indirizzati lir-Reġistratur jew bil-miktub jew permezz tal-posta reġistrata lill-Uffiċċju tal-Kap Araldu jew b'mod elettroniku permezz ta' email fuq l-indirizz tal-email (chiefherald@gov.mt).

G0103: Captain Katharine Clare RN (UK)

Armi

Lewn id-Deheb tlett Chevrons Homor

Badge

Minn go Kuruna Naval hemm ħierġa żewġ dirghajn b'dak tan-naħha Dexter imlibbsa bl-uniformi formali tal-Mess ta' Wing Commander tar-Royal Air Force, filwaqt li dak tan-naħha *Sinister* imlibbes bl-uniformi ta' Kaptan tar-Royal Navy, it-tnejn ta' lewħi Naturali u jzommu Trident *Palewise* bil-ponot ilfuq lewħi id-Deheb.

G0102: Howard II, Dr. James Patrick (USA)

Argent in pale a tetrahedron Azure pierced in bend by a sword Or with pommel and cross piece of the Second. Upon a helm befitting his degree with mantling Azure and doubled Or is set for crest, upon a wreath of the liveries a martlet Sable.

Motto: Ir-rieda biss tmexxi l-qalb

ARMI GO 106 Galea Curmi, Mgr. Dr. Bishop Joseph (Malta)

Maqsuma fi kwarti

L-ewwel kwart, Lewn Ahmar in Pale korazza affronté lewħi id-Deheb bid-dublett u spalletti (fould and pauldrons)

No. 231

**OFFICE OF THE CHIEF HERALD
OF ARMS OF MALTA**

Heraldry and Genealogy Regulations

IN terms of the proviso to article 9(2) of the Heraldry and Genealogy Regulations 2021 (L.N. 489 of 2021) (S.L. 445.07), the Chief Herald of Arms of Malta hereby notifies that the persons listed hereunder have applied for the provision/registration of heraldic arms from the Office of the Chief Herald of Arms of Malta.

Anyone is to inform the Chief Herald of Arms of Malta by not later than twenty one (21) days after publication of any valid and cogent representations for or against the application. Such representations shall be addressed to the Registrar either in writing by means of registered mail to the Office of the Chief Herald or electronically by means of email to the email address (chiefherald@gov.mt).

G0103: Captain Katharine Clare RN (UK)

Arms

Or three Chevrons Gules

Badge

Out of a Naval Crown Or two Arms the Dexter vested in the Mess Dress Uniform of a Wing Commander of the Royal Air Force, the Sinister vested in the Uniform of a Captain in the Royal Navy both proper grasping a Trident palewise points upwards Or.

G0102: Howard II, Dr. James Patrick (USA)

Lewn il-Fidda in Pale tetrahedron lewħi minfund b'sejf In Bend lewħi id-Deheb u bil-maqbad u s-salib tiegħi ta' lewħi Ikkal. Fuq elmu li jixraq il-grad tiegħi bid-drappegg Ikkal u lewħi id-Deheb hemm bħala Kresta fuq girlanda tal-istess ilwien ħuttafa ta' lewħi Iswed.

Motto: Ir-rieda biss tmexxi l-qalb

ARMS GO 106 Galea Curmi, Mgr. Dr. Bishop Joseph (Malta)

Quarterly

1st. Gules in pale a breastplate affronté Or its fould and pauldrons Argent and topped by a helm plumed of three, all of

lewn il-Fidda li fuqha hemm elmu bi tlett pjumi tal-istess lewn. Fuq Chief ta' lewn Ikhāl in Fess tlett stilel ta' sitt ponot lewn il-Fidda (għal Galea)

It-Tieni kwart, Lewn il-Fidda, fuq il-parti t'isfel ta' għolja ta' lewn Naturali li hi għola fuq in-naħha Dexter hemm in Pale siġra ta' lewn Naturali sostnuta min-naħha Sinister b'iljun saljenti lewn Aħmar bl-ilsien tal-istess lewn u fiċ-Chief fin-naħha Dexter hemm kometa ta' sitt ponot palewise b'dembha mmewwieg iħares lejn il-baži kolloks ta' lewn Aħmar (għal Mifsud)

It-Tielet kwart, Lewn Ikhāl, in Pale ġilju lewn il-Fidda biz-zokk u weraq ta' lewn Aħdar fuq baži tal-istess lewn (għal Bonnici)

Ir-Raba kwart, lewn il-Fidda pallett Aħmar li jirfes fuq żewġ barrulets lewn id-Deheb bejn sitt stilel ta' tmien ponot fesswise (2,2,2) ta' lewn Aħmar (għal Curmi)

Fuq l-Armi hemm galero b'sitt ġmiemen kollha Hodor fuq iż-żewġ naħat tat-tarka (1,2,3) li tinżamm fuq Salib Proċessjonali lewn id-Deheb.

Motto, fuq parċmina taħbi t-tarka : Vitam Alere Caritate

Dr Charles A. Gauci
Kap Araldū tal-Armi ta' Malta

Is-16 ta' Frar, 2024

Nru. 232

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

IL-KUMMISSARJU tat-Taxxi Interni jgħarraf illi, fid-data li tidher hawn taħbi, il-prezz tad-deheb u l-fidda li fuqu huma bbażati l-valutazzjonijiet magħmlulin mill-Konslu għall-Haddiema d-Deheb u l-Haddiema l-Fidda gie ffissat għall-finijiet tal-artikolu 14 tal-imsemmi Att kif gej:

Data	Deheb Pur	Fidda Pura
Date	Gramma	Gramma
	Pure Gold	Pure Silver
	Grams	Grams

16.2.2024

€59.771

€0.661

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the Same, on a chief Azure in fess three mullets of six points of the Third. (for Galea)

2nd. Argent upon the lower part of a mound proper higher at dexter in pale a tree proper supported at sinister by a lion salient Gules langued of the Same at chief dexter a comet of six points palewise its wavy tail to base Gules. (for Mifsud)

3rd. Azure in pale a lily Argent slipped and leaved Vert upon a base of the Same. (for Bonnici)

4th Argent, a pallet Gules debruising two barrulets Or, between which six mullets of eight points fesswise(2,2,2) of the Second.(for Curmi)

The Arms are surmounted by a galero displaying six tassels all Vert on either side of the shield (1,2,3) and borne on a Processional Cross Or

Motto, on an escroll, below the shield: Vitam Alere Caritate

Dr Charles A. Gauci
Chief Herald of Arms of Malta

16th February, 2024

No. 232

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

THE Commissioner of Inland Revenue notifies that, on the date shown hereunder, the price of gold and silver on which valuations made by the Consul for Goldsmiths and Silversmiths are based has been fixed for the purposes of article 14 of the said Act as follows:

Nru. 233**ATT DWAR IT-TAXXA FUQ IL-VALUR MIŽJUD
(KAP. 406)****Avviż skont l-Artikoli 58 u 73**

SKONT id-dispozizzjonijiet tal-proviso tal-artikolu 58(3) u l-artikolu 73(2) tal-Att tat-Taxxa Fuq il-Valur Mižjud, il-Kummissarju tat-Taxxa u d-Dwana qiegħed hawnhekk jinnotika lill-persuna/i mniżza hawn taħt li ħareġ avviż firrigward tagħhom għal īħlas ta' taxxa, penali u interassi skont l-Arikolu 59 tal-Kap. 406.

No. 233**VALUE ADDED TAX ACT
(CAP. 406)****Notice in terms of Articles 58 and 73**

IN terms of the proviso to Article 58(3) and Article 73(2) of the Value Added Tax Act, the Commissioner for Tax and Customs is hereby notifying the person/s listed hereunder that a demand notice for payment of tax, penalties and interest as per Article 59 of Cap. 406 has been issued in their regard.

<i>Numru tal-VAT</i>	<i>Tax Payer</i>	<i>VAT Number</i>	<i>Tax Payer</i>
2199-6721	Paul Polidano	2199-6721	Paul Polidano
2322-2907	Total Management Solutions Company Limited	2322-2907	Total Management Solutions Company Limited
2322-2907	Christopher Pullicino	2322-2907	Christopher Pullicino
2051-1424	David Thake	2051-1424	David Thake
2472-2236	Bourdonnais Ltd	2472-2236	Bourdonnais Ltd
2472-2236	Robert Jean E. Braun	2472-2236	Robert Jean E. Braun
2472-2236	Herve Francois Corniou	2472-2236	Herve Francois Corniou
1733-0405	Paul Polidano	1733-0405	Paul Polidano
1101-6632	Construct Furniture Ltd	1101-6632	Construct Furniture Ltd
1101-6632	John Agius	1101-6632	John Agius
1496-3811	Carmel Polidano	1496-3811	Carmel Polidano
1496-3811	Paul Polidano	1496-3811	Paul Polidano
2322-3316	Edesia Limited	2322-3316	Edesia Limited
2238-5512	Special Start Impex	2238-5512	Special Start Impex
2238-5512	Ahmed Salem A Beshr	2238-5512	Ahmed Salem A Beshr
2238-5512	Osama Abdulmumn Azizi	2238-5512	Osama Abdulmumn Azizi
2266-4115	Arous el Bahar Ltd	2266-4115	Arous el Bahar Ltd
2266-4115	Bashir Abdurazzag Abbara	2266-4115	Bashir Abdurazzag Abbara
2308-5836	Ramo D'Oliva Ltd	2308-5836	Ramo D'Oliva Ltd
2308-5836	Haitham KH Y	2308-5836	Haitham KH Y
2308-5836	Tha Said Nage Abo Ali	2308-5836	Tha Said Nage Abo Ali
2308-5836	Hatim A.S. Abo Salah	2308-5836	Hatim A.S. Abo Salah
1370-7126	David Grech	1370-7126	David Grech
1620-7636	David Grech	1620-7636	David Grech
1686-6020	David Grech	1686-6020	David Grech
2249-3515	Tashyied Trabules for Import & Export Ltd	2249-3515	Tashyied Trabules for Import & Export Ltd
2249-3515	Ibrahem M Mohammad Abosnena	2249-3515	Ibrahem M Mohammad Abosnena
2249-3515	Fathi Ali Abdalla Aldahra	2249-3515	Fathi Ali Abdalla Aldahra
1998-3322	James A. Goold	1998-3322	James A. Goold
2513-2807	Christian Mifsud	2513-2807	Christian Mifsud
2161-4208	Emerald Technologies Malta Ltd	2161-4208	Emerald Technologies Malta Ltd
2161-4208	Guy Alexander Tonkins	2161-4208	Guy Alexander Tonkins
2161-4208	Stuart Martin Wright	2161-4208	Stuart Martin Wright
1752-5124	Game Theory Limited	1752-5124	Game Theory Limited
2111-3027	Winki Ltd	2111-3027	Winki Ltd

2111-3027	Directa Management Ltd
2111-3027	Mario Duca
2205-7225	Emhemed Moh Soum El Aam
2205-7316	Noureddine Ben Abbes
1039-7901	Pauline Attard

2111-3027	Directa Management Ltd
2111-3027	Mario Duca
2205-7225	Emhemed Moh Soum El Aam
2205-7316	Noureddine Ben Abbes
1039-7901	Pauline Attard

Jekk il-ħlas ma jsirx fi żmien 30 jum mid-data ta' din in-notifika, il-Kummissarju tat-Taxxi se jipproċedi biex jinforza l-ħlas skont il-ligi.

Kopji tal-imsemmija avviż jistgħu jingħabru mis-Sezzjoni tal-Ġbir, KT, Blk 5, Il-Furjana.

Is-16 ta' Frar, 2024

Nru. 234

AĞENZIJA GHAL INFRASTRUTTURA MALTA

Tlestija tal-Formazzjoni tat-Triq u Sospensjoni ta' Traffiku u Parkeġġ

BIS-SAHHA tal-Artikolu tmintax (18) tal-Avviż Legali 291 tal-2018, l-Агентзия għal Infrastruttura Malta tavża bl-intenzjoni tagħha illi tlesti l-formazzjoni ta':

Telghet Birkirkara, San Ĝiljan (indikat fuq il-pjanta fuq il-paġna 1610).

Kull persuna illi skont il-ligi għandha l-obbligu li tifforma din it-triq (inkluż billi takkwista l-art neċċessarja għall-istess formazzjoni) għandha sa ħmistax-il (15) jum mid-data tal-publikazzjoni ta' dan l-avviż sabiex twettaq l-obbligi tagħha skont il-ligi. Fin-nuqqas, l-Агентзия għal Infrastruttura Malta tgħaddi sabiex tagħmel l-istess xogħol ta' formazzjoni hi stess skont is-saħħa lilha mogħtija mil-ligi u a spejeż tal-persuni li huma legalment obbligati jiffurmaw it-triq.

L-Агентзия għal Infrastruttura Malta tgħarrraf li bejn it-19 ta' Frar, 2024 u l-31ta' Lulju, 2024, se tkun qed tibda xogħliljet f'Telghet Birkirkara, San Ĝiljan. L-aċċess għall-vetturi u l-parkeġġ f'din it-triq jistgħu jkunu ristretti waqt certi xogħliljet. Tabelli awtorizzati minn Transport Malta biex jinfurmaw lill-pubbliku li ma jistax isir parkeġġ jitwaħħlu fil-post konċernat qabel ma jidħlu fis-seħħ tali restrizzjonijiet tal-parkeġġ.

Vetturi li jiksru l-ordni ta' dan l-avviż u t-tabelli relatati fuq il-post biex ma jsirx parkeġġ, ikunu suġġetti li jiġu rmunkati.

Aktar informazzjoni jew għajjnuna tista' tinkiseb permezz ta' ittra elettronika lil (info.im@infrastructuremalta.com.).

Is-16 ta' Frar, 2024

Unless payment is effected within 30 days from the date of this notice the Commissioner for Tax and Customs will proceed to enforce payment in terms of law.

Copies of the said notices may be collected from the Collection Section, MTCA, Blk5, Floriana.

16th February, 2024

No. 234

AGENCY FOR INFRASTRUCTURE MALTA

Completion of Road Formation and Traffic and Parking Suspension

IN virtue of Article eighteen (18) of Legal Notice 291 of 2018, the Agency for Infrastructure Malta hereby gives official notice of its intention to complete the formation of:

Birkirkara Hill, St Julian's (indicated on site plan on page 1610).

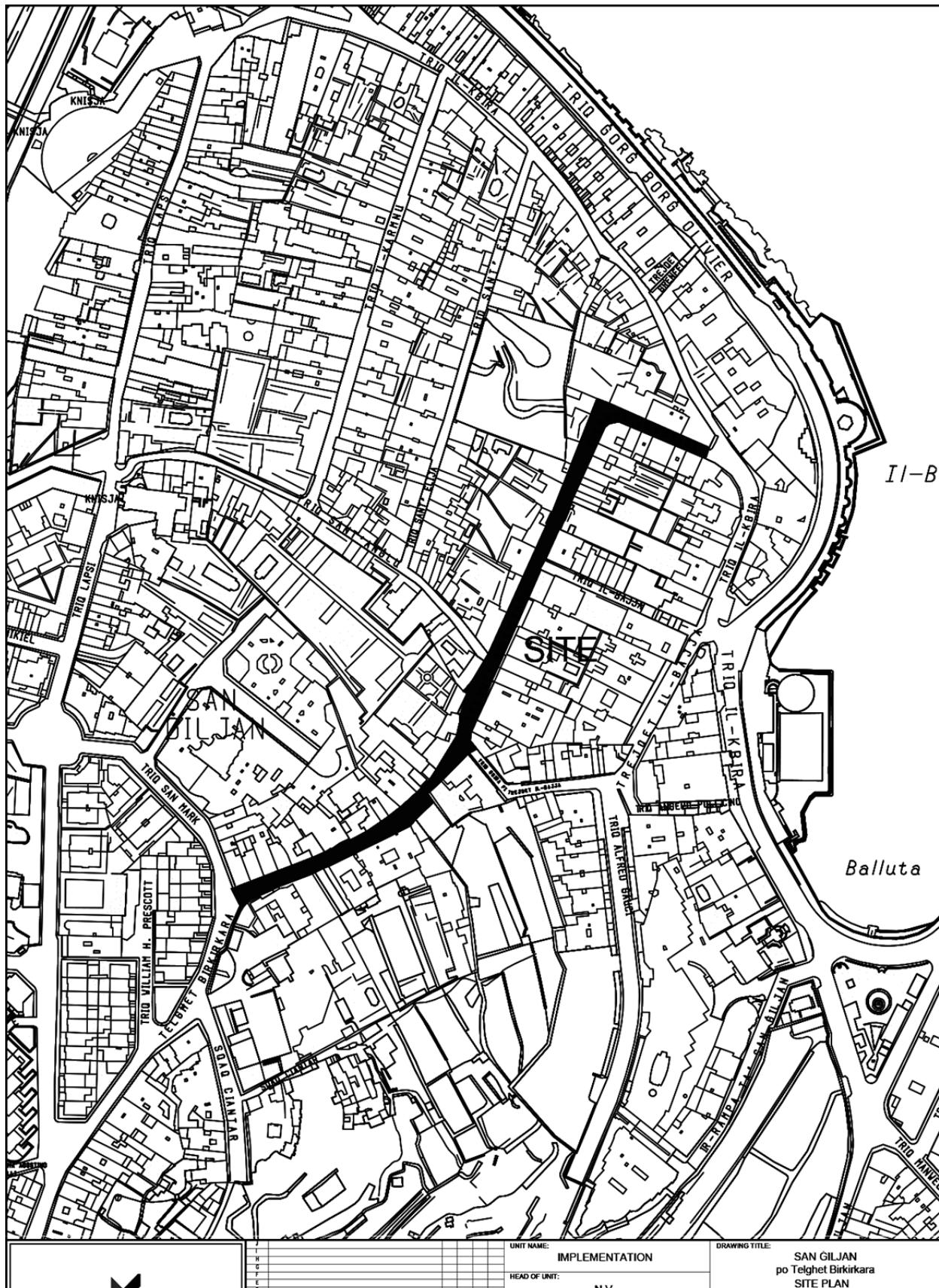
Any person who is obliged by law to form said road (including by acquiring land necessary for the same formation) has fifteen (15) days from the date of the publication of this notice within which to comply with his obligations at law. In default, the Agency for Infrastructure Malta shall itself proceed with the formation of this road in accordance with its powers at law and at the expense of those persons whose obligation it is to form the road.

The Agency for Infrastructure Malta notifies that between 19th February, 2024 and 31st July, 2024, it will be starting road works in Telghet Birkirkara, St Julian's. Vehicular access and on-street parking in this road may be restricted during certain works. 'No parking' signs authorised by Transport Malta will be affixed on site before such parking restrictions come in force.

Vehicles found in contravention to the order of this notice and to the related 'no parking' signs on site are liable to be towed.

Further assistance or information may be obtained by email to (info.im@infrastructuremalta.com).

16th February, 2024



**INFRASTRUCTURE
MALTA**

Nru. 235**No. 235****NUMRI ġODDA TA' BIBIEN FL-IMġARR**

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

NUMBERING OF DOORS AT L-IMġARR

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 L-Imġarr, specified in the subjoined schedule, be altered as stated in the said schedule.

**SKEDA/SCHEDULE
L-IMġARR**

**1. TRIQ DUN ĠUŻEPP VELLA
2. TRIQ ĠANNI A. CILIA**

1. TRIQ DUN ĠUŻEPP VELLA

In-naħha tax-xellug meta tidħol minn
Triq iż-Żebbiegħ

Left side entering from Triq iż-Żebbiegħ

Isem/Numru Qadim
Name/Old Number

Numru ġdid
New Number

In-naħha tal-lemin meta tidħol minn
Triq iż-Żebbiegħ

Right side entering from Triq iż-Żebbiegħ

Isem/Numru Qadim
Name/Old Number

Numru ġdid
New Number

14, Wave (Hanut)	2
16, Country Lodge	4
Bieb bla numru	6

2. TRIQ ĠANNI A. CILIA

In-naħha tax-xellug meta tidħol minn
Triq il-Konkorsi Teatrali

Left side entering from Triq il-Konkorsi Teatrali

Isem/Numru Qadim
Name/Old Number

Numru ġdid
New Number

In-naħha tal-lemin meta tidħol minn
Triq il-Konkorsi Teatrali

Right side entering from Triq il-Konkorsi Teatrali

Isem/Numru Qadim
Name/Old Number

Numru ġdid
New Number

Bieb bla numru	1	Sit bla bini	2
Bieb bla numru	3	Sit bla bini	4
Bieb bla numru	5	Sit bla bini	6
Dahla għall-garaxxijiet	7	Garaxx	8
Dahla għall-garaxxijiet	9	Mayberry Court, M3	10
Dharna	11	Mayberry Court/Mais 1/Mais 2	12
Ville Mia (Flettijiet)	13		
1B, Tonjoy	15		

Nru. 236

No. 236

NUMRI ġODDA TA' BIBIEN FIL-MOSTA

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

**SKEDA/SCHEDULE
IL-MOSTA****1. TRIQ PAUL CUSCHIERI
2. TRIQ IL-WIED****1. TRIQ PAUL CUSCHIERI**

In-naħha tax-xellug meta tidħol minn
Wesghet il-Plejju

Left side entering from Wesghet il-Plejju

Isem/Numru Qadim
Name/Old Number

Wied il-Għasel Court
Garaxx
5, Sacred Heart
7, Charles
9, Vassallo (Garaxx)
Dahla għall-garaxxijiet
Lelbet Lodge
Valley Side (Flejtijiet)
Garaxx
17 (Garaxx)
19
Garaxx
23, Dorothy
25 (Garaxx)
Joe Rin House
A. Pirotta Toys (Hanut)
Anne
33, David
35 (Flejtijiet)
Bieb bla numru

Numru ġdid
New Number

1
3
5
7
9
11
13
15
15A
17
19
21
23
25
27
29
31
33
35
37

NUMBERING OF DOORS AT IL-MOSTA

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-Mosta, specified in the subjoined schedule, be altered as stated in the said schedule.

In-naħha tal-lemin meta tidħol minn
Wesghet il-Plejju

Right side entering from Wesghet il-Plejju

Isem/Numru Qadim
Name/Old Number

2 (Garaxx)
4, Cova D'Iria
6 (Garaxx)
8, Dar il-Hena
10, Sheila
12 (Garaxx)
14 (Garaxx)
16 (Flejtijiet)
Garaxx
Sit bla bini
Sit bla bini
Sit bla bini
Garaxx
Bieb bla numru
Bieb bla numru

Numru ġdid
New Number

2
4
6
8
10
12
14
16
18
20
22
24
26
28
30

2. TRIQ IL-WIED

In-naħha tax-xellug meta tidħol minn
Triq il-Kostituzzjoni

Left side entering from Triq il-Kostituzzjoni

Isem/Numru Qadim
Name/Old Number

Bieb bla numru

Numru ġdid
New Number

1

In-naħha tal-lemin meta tidħol minn
Triq il-Kostituzzjoni

Right side entering from Triq il-Kostituzzjoni

Isem/Numru Qadim
Name/Old Number

Bieb imbarrat

Numru ġdid
New Number

2

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ģdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ģdid <i>New Number</i>
Garaxx	3	Bieb imbarrat	4
43, Agape	5	Garaxx	6
Bieb bla numru	7	Garaxx	8
Cavour	9	Ascione Hair (Hanut)	10
Mon Revè	11	52, Sunshine House	12
Garaxx	13	Garaxx	14
51, Fatima House	15	Bieb bla numru	16
Garaxx	17	Bieb bla numru	18
Dahla ghall-garaxxijiet	19	Dahla ghall-garaxxijiet	20
Bieb bla numru	21	Dahla ghall-garaxxijiet	22
Bieb bla numru	23	Bieb bla numru	24
Limestone Court	25	Bieb bla numru	26
Garaxx	27	66 (Garaxx)	28
Bieb bla numru	29	68, Gredim	30
Bieb bla numru	31	Bieb bla numru	32
Bieb bla numru	33	Garaxx	34
61 (Flettijiet)	35	Bieb bla numru	36
Garaxx	37	Garaxx	38
65, Valley View (Flettijiet)	39	76, Meadow Sweet	40
67 (Garaxx)	41	82	42
Garaxx	43	Garaxx	44
71, Belvedere (Flettijiet)	45	Dahla ghall-garaxxijiet	46
Garaxx	47	84B, Ave Maria	48
Avantgarde	49	86A, Il-Harruba (Flettijiet)	50
Garaxx	51	86B, Santa Marija	52
Chez Nous	53	Garaxx	54
87, Josmarel	55	90, Qamar Awwissu	56
89, Madonnina	57	Garaxx	58
Garaxx	59	94, Blossom	60
93, First Choice	61	Garaxx	62
Garaxx	63	98, Romantica	64
97, Alimatta Apartments	65	Garaxx	66
Sit bla bini	67	102, Encino	68
Sit bla bini	69	Dahla ghall-garaxxijiet	70
Sit bla bini	71	106, John House	72
Sit bla bini	73	106A, Dale View Apartments	74
Sit bla bini	75	Bieb bla numru	76
Sit bla bini	77	108A	78
Casa Cargin	79	110, Coral Court	80
Garaxx	81	112, Settembrina	82
Fleur D'Amour	83	Dahla ghall-garaxxijiet	84
Casa Ritpha	85	116, Rustica	86
139 (Garaxx)	87	118	88

Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ģdid <i>New Number</i>	Isem/Numru Qadim <i>Name/Old Number</i>	Numru Ģdid <i>New Number</i>
Garaxx	89	120, Espoir	90
Garaxx	91	Dahla għall-garaxxijiet	92
Garaxx	93	Chaffinch	94
147, Clavon (Garaxx)	95	Kefas	96
29, Thasmer	97	Holy Spirit	98
Camelia Flats	99	130, Qroll	100
G.I.C.G. Malta	101	132	102
		Lincoln	104
		Dahla għall-garaxxijiet	106
		138, Sunflowers	108
		140, Swans Valley	110
		142, Glynis	112
		144 (Garaxx)	114
		146, Mon Chèrie (Flettijiet)	116
		148 (Garaxx)	118
		Garaxx	120
		Garaxx	122
		Dahla għall-garaxxijiet	124
		160, Valley of Roses	126
		162, Grand Valley Residence	128
		164, Fiorellina	130
		Bieb bla numru	132
		168, Belfior	134
		Valley Court, Block B	136
		Lavander	138
		174, Mabillon	140
		Dahla għall-garaxxijiet	142
		178, Valley View Court, Blk A	144
		Justenia	146
		Melwood	148
		Dahla għall-garaxxijiet	150
		Bieb bla numru	152
		Bieb bla numru	154
		Garaxx	156
		74, Yosemite	158
		Garaxx	160
		Pilar	162
		Pequena Casita	164
		Garaxx	166
		Hermanos	168
		Garaxx	170

Nru. 237

No. 237

AĞENZIJA GHALL-ENERGIJA U L-ILMA

**Il-Promozzjoni tal-Awditi tal-Energija
fl-Iskema tal-Intrapriži Żgħar u ta' Daqs
Medju – Applikazzjonijiet tal-Iskema A
skont ir-Regolament tal-Kummissjoni (UE)
2023/2831 - ir-Regolament De Minimis**

SABIEX tkompli tinkoraġġixxi l-użu ahjar tar-riżorsi fi ħdan l-Intrapriži Żgħar u ta' Daqs Medju, kif ukoll biex tilhaq il-miri nazzjonali ta' sostennibbiltà, l-Агентија ghall-Energiја u l-Ilma qed tamministra l-Iskema li ġejja ffinanzjata fuq livell nazzjonali li għandha l-ghan li tippromwovi l-awditjar tal-energijsa fi ħdan l-Intrapriži Żgħar u ta' Daqs Medju (minn hawn 'il quddiem imsejha l-“Iskema”).

1. Deskrizzjoni tal-Iskema

Permezz ta' din l-Iskema, l-Intrapriži Żgħar u ta' Daqs Medju li jikkwalifikaw jistgħu jibbenfikaw minn appoġġ finanzjarju sabiex ikollhom awditu tal-energijsa mwettaq minn awditurel tal-energijsa cċertifikat. Permezz tal-awditi tal-energijsa, se jiġu identifikati opportunitajiet u investimenti għat-titjib tal-effiċjenza fl-użu tal-energijsa u tal-ilma għal dawn l-intrapriži.

L-intrapriži għandhom jaapplikaw fuq il-Formola ta' Applikazzjoni ufficjali tal-Iskema A, li tista' tinstab fuq is-sit web tal-Агентија ghall-Energiја u l-Ilma. L-awditi tal-energijsa għandu jikkonforma mar-rekwiziti minimi stabbiliti fl-Iskeda. Wara li tirrieżamina l-Applikazzjoni, l-Агентија se tinforma lill-intrapriža permezz ta' ittra ta' intenzjoni jekk l-għotja għat-titjib tal-awditi tal-energijsa cċertifikat magħżul mil-lista ufficjali ta' awditurel tal-energijsa ppubblikata fuq is-sit web tar-Regolatur għas-Sorsi tal-Energijsa u tal-Ilma (REWS). Ir-rapport tal-awditi u l-Iskeda tas-Sommarju tal-Awditi tal-Energijsa għandhom jiġi pprezentati lill-Агентија fi żmien sitt (6) xhur mid-data tal-ittra ta' intenzjoni, diment li l-Агентијa tkun tista', fid-diskrezzjoni tagħha, tagħti estensjoni għal dan il-perjodu fuq talba mill-intrapriža, liema talba għandha tistabbilixxi b'mod ċar ir-raġuni u l-ġustifikazzjoni għat-talba għal tali estensjoni. Ladarba l-awditi tal-energijsa jittlesta u jiġi pprezentat lill-Агентија ghall-Energiја u l-Ilma, din tal-aħħar tiżgura li r-rapport jissodisfa r-rekwiziti minimi kif spiegati fid-dettall fl-Iskeda. Wara l-verifika tar-rapport tal-awditi u tal-Iskeda tas-Sommarju tal-Awditi tal-Energijsa, l-impriza unika mbagħad tircievi pagament għall-eżerċizzu tal-awditi tal-energijsa abbażi tal-ir-ċevuta fiskali originali mibgħuta lill-Агентија li tindika l-ispiża attwali tal-awditi tal-energijsa. L-ammont effettivament rimborżat għandu jkun soġġett għal-limitu massimu stabbilit fit-Taqsima 4.

ENERGY AND WATER AGENCY

**Promotion of Energy Audits in Small
and Medium Sized Enterprises
Scheme – Scheme A applications
under Commission Regulation (EU)
2023/2831 - the De Minimis Regulation**

IN order to further encourage the better use of resources within Small and Medium Sized Enterprises and also to reach the national sustainability targets, the Energy and Water Agency is administering the following national funded scheme which aims to promote energy auditing within Small and Medium Sized Enterprises (hereinafter referred to as the “Scheme”).

1. Scheme Description

Through this Scheme, qualifying Small and Medium sized Enterprises may benefit from financial support in order to have an energy audit carried out by a certified energy auditor. Through the energy audit, energy and water efficiency improvement opportunities and investments will be identified for these enterprises.

Enterprises are to apply on the official Application Form Scheme A, which can be found on the Energy and Water Agency website. The energy audit shall comply with the minimum requirements established in the Schedule. After reviewing the Application, the Agency will inform the enterprise through a letter of intent whether the grant to carry out the audit has been approved. The audit shall be carried out by a certified energy auditor chosen from the official list of energy auditors published on the website of the Regulator for Energy and Water Sources (REWS). The audit report and Energy Audit Summary Sheet are to be presented to the Agency within six (6) months from the date of the letter of intent, provided that the Agency may, at its discretion, grant an extension to this period upon request from the enterprise, which request shall clearly lay down the reason and justification for requesting such extension. Once the energy audit is completed and submitted to the Energy and Water Agency, the latter will ensure that the report meets the minimum requirements as detailed in the Schedule. Following the verification of the audit report and the Energy Audit Summary Sheet, the single undertaking will then receive payment for the energy audit exercise based on the original fiscal receipt forwarded to the Agency indicating the actual cost of the energy audit. The amount effectively refunded shall be subject to the capping laid down in Section 4.

Barra minn hekk, l-intrapriža għandha tibbenfika minn ammont ta' rifużjoni addizzjonali kif deskrirt fit-taqṣima 4 jekk waħda mill-opportunitajiet ta' titjib tal-enerġija/ilma identifikati fir-rapport tal-auditjar tiġi pprezentata fil-mudell mehtieg, li jista' jinstab fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma anness mal-Iskeda tas-Sommarju tal-Audit tal-Enerġija. L-Aġenzija se tirrieżamina l-mudell mimli pprovdut flimkien mar-rapport tal-auditjar u mal-Iskeda tas-Sommarju tal-Audit tal-Enerġija, inkluż li l-ispejjeż relatati mal-kompilazzjoni tal-mudell huma komponent tal-audit tal-enerġija inkwistjoni, u tikkonferma jekk dan jiġix accettat sabiex ikun jista' jsir l-iżborż tar-rifużjoni addizzjonali.

2. Definizzjonijiet

Audit tal-Enerġija - Audit tal-enerġija huwa proċedura sistematika bil-ghan li jinkiseb għarfien adegwaw tal-profil eżistenti tal-konsum tal-enerġija ta' bini jew grupp ta' binjet, operazzjoni jew installazzjoni industrijali jew kummerċjali jew servizz privat jew pubbliku, li tidentifika u tikkwantifika opportunitajiet kosteffettivi għall-iffrankar tal-enerġija, u tirrapporta s-sejbiet. Għall-fini ta' din l-Iskema, l-audit tal-enerġija għandu jikkonforma mar-rekwiziti minimi stabbiliti fl-Iskeda;

Auditur tal-Enerġija Ċċertifikat - Auditur tal-Enerġija Ċċertifikat huwa persuna inkluża fil-lista ufficjalji ppubblikata fuq is-sit web tar-REWS li tikkonferma li l-auditur attenda taħrif f'konformità mal-ISO 50002.

Impriža Unika - għandha tinkludi, għall-fini ta' din l-Iskema, l-intrapriži kollha li jkollhom mill-inqas waħda (1) mir-relazzjonijiet li ġejjin ma' xulxin:

- i. intrapriža waħda jkollha maġgoranza tad-drittijiet tal-vot tal-azzjonisti jew tal-membri f'intrapriža oħra;
- ii. intrapriža waħda jkollha d-dritt li taħtar jew tneħħi maġgoranza tal-membri tal-korp amministrattiv, maniġerjali jew superviżorju ta' intrapriža oħra;
- iii. intrapriža waħda jkollha d-dritt li teżerċita influwenza dominanti fuq intrapriža oħra skont kuntratt konkluż ma' dik l-intrapriža jew skont dispozizzjoni fil-memorandum jew fl-artikoli ta' assoċċazzjoni tagħha;
- iv. intrapriža waħda, li hija azzjonista fi jew membru ta' intrapriža oħra, tikkontrolla weħidha, skont ftehim ma' azzjonisti oħrajn fi jew membri ta' dik l-intrapriža, maġgoranza tad-drittijiet tal-vot tal-azzjonisti jew tal-membri f'dik l-intrapriža.

L-intrapriži li jkollhom kwalunkwe waħda mir-relazzjonijiet imsemmija fil-punti minn (i) sa (iv) tal-ewwel subparagrafu permezz ta' intrapriža waħda jew aktar għandhom jitqiesu wkoll bhala impriža unika.

In addition, the enterprise shall benefit from an additional refund amount as described in section 4 if one of the energy/water improvement opportunities identified in the audit report is presented in the required template, which can be found on the Energy and Water Agency website annexed to the Energy Audit Summary Sheet. The Agency will review the filled in template provided in addition to the audit report and the Energy Audit Summary Sheet, including that the expenses related to the compilation of the template are a component of the energy audit in question, and confirm if this is accepted in order to allow the disbursement of the additional refund.

2. Definitions

Energy Audit - An energy audit is a systematic procedure with the purpose of obtaining adequate knowledge of the existing energy consumption profile of a building or group of buildings, an industrial or commercial operation or installation or a private or public service, identifying and quantifying cost-effective energy savings opportunities, and reporting the findings. For the purpose of this Scheme the energy audit shall comply with the minimum requirements established in the Schedule;

Certified Energy Auditor - A Certified Energy Auditor is a person included in the official list published on the website of REWS confirming that the auditor has attended training in line with ISO 50002.

Single Undertaking - shall include, for the purpose of this Scheme, all enterprises having at least one (1) of the following relationships with each other:

- i. one enterprise has a majority of the shareholders' or members' voting rights in another enterprises;
- ii. one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- iii. one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- iv. one enterprise , which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (i) to (iv) of the first subparagraph through one or more other enterprises shall also be considered to be a single undertaking.

Din id-definizzjoni hija skont ir-Regolament tal-Kummissjoni (UE) 2023/2831 tat-13 ta' Dicembru 2023 dwar l-applikazzjoni tat-Trattat dwar il-Funzionament tal-Unjoni Ewropea għall-ghajjnuna *de minimis*, li tindika wkoll li grupp ta' intrapriżi marbuta jitqies bħala impriżza unika għall-applikazzjoni tar-regola *de minimis*, iżda dawk l-intrapriżi li ma għandhom l-ebda relazzjoni ma' xulxin, tħlief għall-fatt li kull waħda minnhom għandha rabta diretta mal-istess korp pubbliku jew korpi pubbliċi, ma għandhomx jiġi ttrattati bħala li huma marbuta ma' xulxin. Għalhekk, għandha titqies is-sitwazzjoni specifika tal-intrapriżi kkontrollati mill-istess korp pubbliku jew korpi pubbliċi, li fihom l-intrapriżi jista' jkollhom setgħa indipendenti ta' deċiżjoni.

3. Benefiċjarji

Il-benefiċjarji maħsuba tal-Promozzjoni tal-Awditi tal-Energijs fl-Iskema tal-Intrapriżi Żgħar u ta' Daqs Medju – l-Iskema A huma impriżzi uniċi li huma intrapriżi żgħar jew ta' daqs medju kif definiti fir-Rakkmandazzjoni tal-Kummissjoni tas-6 ta' Mejju 2003 dwar id-definizzjoni ta' intrapriżi mikro, żgħar u ta' daqs medju (2003/361/KE) li huma eligibbli għall-Għajjnuna mill-Istat skont ir-Regolament tal-Kummissjoni (UE) 2023/2831 tat-13 ta' Dicembru 2023 dwar l-applikazzjoni tal-Artikoli 107 u 108 tat-Trattat dwar il-Funzionament tal-Unjoni Ewropea għall-ghajjnuna *de minimis* (ir-Regolament *de minimis*)¹.

4. Dettalji tal-Ġħajjnuna

L-ġħajjnuna se tkun fil-forma ta' għotja u l-impriżza unika tista' tibbenefika darba biss minn din il-miżura. L-assistenza se tkun limitata kif ġej:

		Għotja
Kategorija 1	Intrapriżi ta' Daqs Medju fil-Kodiċijiet NACE C u I	€5,000
Kategorija 2	Intrapriżi ta' Daqs Medju fil-Kodiċijiet NACE l-ohrajn kollha	€3,000
Kategorija 3	Intrapriżi ta' Daqs Żgħir fil-Kodiċi NACE C u fis-sottogrupp 55 tal-Kodiċi NACE I	€3,000
Kategorija 4	Intrapriżi ta' Daqs Żgħir fil-kodiċijiet NACE l-ohrajn kollha u fis-sottogruppi tal-Kodiċi NACE	€1,000

4.1 Rifużjoni addizzjonali

Tista' tintalab rifużjoni addizzjonali ta' EUR 500 għal kull intrapriża kontra l-preżentazzjoni ta' waħda mill-

This definition is as per Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of the Treaty on the Functioning of the European Union to de minimis aid , which further indicates that a group of linked enterprises is considered as one single undertaking for the application of the de minimis rule, but those enterprises which have no relationship with each other, except for the fact that each of them has a direct link to the same public body or bodies, should not be treated as being linked to each other. The specific situation of enterprises controlled by the same public body or bodies, in which the enterprises may have independent power of decision, should therefore be taken into account.

3. Beneficiaries

The intended beneficiaries of the Promotion of Energy Audits in Small and Medium Sized Enterprises Scheme – Scheme A are single undertakings that are small or medium sized enterprises as defined in Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361/EC) that are eligible for State Aid under Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation) ¹.

4. Details of Aid

The aid will be in the form of a grant and the single undertaking may benefit only once from this measure. The assistance will be capped as follows:

		Grant
Category 1	Medium Sized Enterprises in the NACE Code C and I	€5,000
Category 2	Medium Sized Enterprises in all other NACE Codes	€3,000
Category 3	Small Sized Enterprises in the NACE Code C and NACE Code I subgroup 55	€3,000
Category 4	Small Sized Enterprises in all other NACE Codes and NACE Code subgroups	€1,000

4.1 Additional Refund

An additional refund of €500 per enterprise can be claimed against the presentation of one of the energy/water

¹<https://eur-lex.europa.eu/eli/reg/2023/2831/oj>

¹<https://eur-lex.europa.eu/eli/reg/2023/2831/oj>

opportunitajiet ta' titjib tal-enerġija/ilma identifikati fir-rapport tal-awditjar fil-mudell disponibbli fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma li huwa anness mal-Iskeda tas-Sommarju tal-Awditu tal-Enerġija. Id-dettalji tal-materjal li għandu jiġi pprezentat huma indikati fl-Iskeda.

5. Spiżza Eligibbli

L-ispīza eligibbli hija l-ispīza akkumulata mill-awditure tal-enerġija ċċertifikat waqt it-twettiq tal-awditi tal-enerġija skont l-Iskeda. L-ispejjeż relatati ma' kwalunkwe telf jew dewmien fil-produzzjoni jew fl-operazzjoni minħabba l-awditi ma humiex eligibbli.

6. Formola tal-Applikazzjoni

L-applikanti jistgħu japplikaw għal għotja taħt din l-iskema permezz tal-Formola tal-Applikazzjoni li tista' titniżżeż mis-sit web tal-Aġenzija għall-Enerġija u l-Ilma (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>). Kif indikat fil-formola tal-applikazzjoni, l-applikanti huma meħtieġa jissottomettu:

- a. Kopja tad-dettalji tal-karta tal-identità/Passaport tal-applikant jew ta' firmatarju/firmatarji fil-kaž ta' kumpanija jew organizzazzjoni;
- b. Kopja taċ-Ċertifikat tal-VAT fil-kaž ta' kummerċjant waħdien;
- c. Formola ta' dikjarazzjoni *de minimis* iffirmsata mir-rappreżentant legali tal-impriza unika li turi li l-impriza unika ma rċeviet l-ebda għotja li qabżet jew se taqbeż l-aggregat ta' EUR 300 000 fuq perjodu kontinwu ta' tliet snin konsekutivi f'termini tar-Regolament *de minimis*.

L-applikazzjonijiet għandhom jiġu sottomessi fuq il-formola xierqa online jew jintbagħtu fl-indirizz elettroniku energyefficiency@gov.mt. L-applikazzjonijiet jiġu pproċessati fuq baži ta' min jiġi l-ewwel jinqeda l-ewwel

7. Id-durata tal-iskema

L-applikazzjonijiet għal din is-sejħa taħt l-iskema jistgħu jiġu riċevuti b'mod validu mill-1 ta' Frar 2024 sal-20 ta' Diċembru 2026.

Din l-iskema tista' tiġi mmodifikata jew itterminata qabel dik id-data permezz ta' avviż fil-Gazzetta tal-Gvern. Din l-iskema tista' tiġġedded kif jista' jitqies meħtieġ mill-Aġenzija għall-Enerġija u l-Ilma anki permezz ta' avviż fil-Gazzetta tal-Gvern.

improvement opportunities identified in the audit report in the template available on the Energy and Water Agency website that is annexed to the Energy Audit Summary Sheet. Details of the material to be presented are indicated in the Schedule.

5. Eligible Cost

The eligible cost is the cost raised by the certified energy auditor in the course of carrying out the energy audit as per the Schedule. Expenses related to any loss or delays in production or operation due to the audit are not eligible.

6. Application Form

Applicants may apply for a grant under this scheme by means of the Application Form downloadable from the website of the Energy and Water Agency (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>). As indicated in the application form, applicants are required to submit:

- a. A copy of the ID card/Passport details of applicant or a signatory/signatories in case of a company or organisation;
- b. A copy of the VAT Certificate in case of a sole trader;
- c. A de minimis declaration form signed by the legal representative of the single undertaking showing that the single undertaking has not received grants which exceeded or will exceed the aggregate of €300,000 over a rolling period of three consecutive years in terms of the de minimis Regulation.

Applications shall be submitted on the appropriate form online or sent to the email address energyefficiency@gov.mt. Applications will be processed on a first-come first-served basis

7. Duration of the scheme

Applications for this call under the scheme may be validly received as from the 1st February 2024 till 20th December 2026.

This scheme may be modified or terminated before that date by means of a notice in the Government Gazette. This scheme may be renewed as may be deemed necessary by the Energy and Water Agency also by means of a notice in the Government Gazette.

8. Regoli dwar l-Għajnuna mill-Istat

8.1 Għajnuna mill-Istat Applikabbi

Din l-iskema se tigi implementata f'konformità mar-Regolament tal-Kummissjoni (UE) 2023/2831 tat-13 ta' Diċembru 2023 dwar l-applikazzjoni tal-Artikoli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea għall-ġħajnuna *de minimis* (ir-Regolament *de minimis*).

L-ammont totali ta' ġħajnuna *de minimis* mogħtija lil impriżza unika ma għandux jaqbeż l-ammont ta' EUR 300 000 matul kwalunkwe perjodu ta' tliet snin konsekuttivi.

Dan il-limitu massimu aggregat japplika fil-principju għas-serturi ekonomiċi kollha vvalutati fuq bażi kontinwa. Għal kull għotja ġidha ta' ġħajnuna *de minimis*, jeħtieg li jitqies l-ammont totali ta' ġħajnuna *de minimis* mogħtija fit-tliet snin preċedenti.

Dan il-limitu massimu jkun jinkludi l-ġħajnuna mill-Istat kollha mogħtija taħt din l-iskema ta' ġħajnuna u kwalunkwe mizura oħra ta' ġħajnuna mill-Istat implementata skont ir-regola *de minimis*, inkluża dik riċevuta minn kwalunkwe entità minbarra l-Agenzija għall-Enerġija u l-Ilma. Kwalunkwe ġħajnuna *de minimis* riċevuta li taqbeż il-limitu stabbilit sejkollha tigħi rkuprata, bl-imghax, mill-impriżza li tirċievi l-ġħajnuna.

Il-formola tad-dikjarazzjoni *de minimis*² trid timtela u tiġi sottomessa flimkien mal-formola tal-applikazzjoni.

8.2 Applikabbiltà tal-Ġħajnuna

L-assistenza approvata taħt din l-iskema ta' ġħajnuna MA HIJEX:

a. ġħajnuna mogħtija lil impriżzi attivi fil-produzzjoni primarja ta' prodotti tas-sajd u tal-akkwakultura, skont id-definizzjonijiet fl-Artikolu 2, tal-istess Regolament *de minimis* (UE) 2023/2831;

b. ġħajnuna mogħtija lil impriżzi attivi fl-ipproċessar u l-kummerċjalizzazzjoni ta' prodotti tas-sajd u tal-akkwakultura, fejn l-ammont tal-ġħajnuna jkun stabbilit abbażi tal-prezz jew tal-kwantità ta' prodotti mixtriha jew imqiegħda fis-suq;

c. ġħajnuna mogħtija lil impriżzi attivi fil-produzzjoni primarja ta' prodotti agrikoli;

d. ġħajnuna mogħtija lil impriżzi attivi fl-ipproċessar u l-kummerċjalizzazzjoni ta' prodotti agrikoli, f'wieħed mill-każżejjiet li ġejjin:

8. State Aid Rules

8.1 Applicable State Aid

This scheme will be implemented in line with Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation).

The total amount of de minimis aid granted to a single undertaking shall not exceed the amount of €300,000 over any period of three consecutive years.

This aggregate maximum threshold applies in principle to all economic sectors assessed on a rolling basis. For each new grant of de minimis aid, the total amount of de minimis aid granted in the previous 3 years needs to be taken into account.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure implemented under the de minimis rule including that received from any entity other than the Energy and Water Agency. Any de minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The de minimis declaration form² must be filled in and submitted together with the application form.

8.2 Applicability of the Aid

Assistance approved under this aid scheme is NOT:

a. Aid granted to undertakings active in the primary production of fishery and aquaculture products, as per definitions in Article 2, of the same de minimis Regulation (EU) 2023/2831;

b. Aid granted to undertakings active in the processing and marketing of fishery and aquaculture products, where the amount of the aid is fixed on the basis of price or quantity of products purchased or put on the market;

c. aid granted to undertakings active in the primary production of agricultural products;

d. Aid granted to undertakings active in the processing and marketing of agricultural products, in one of the following cases:

²Il-formola tad-dikjarazzjoni de minimis tista' titniżżeel flimkien mal-formola tal-applikazzjoni mis-sit elettroniku tal-Agenzija għall-Enerġija u l-ilma

²The de minimis Aid Declaration may be downloaded in conjunction with the application from the website of the Energy and Water Agency.

i. Meta l-ammont tal-ghajnuna jkun stabbilit abbaži tal-prezz jew tal-kwantità ta' tali prodotti mixtrija minn prodduturi primarji jew imqiegħda fis-suq mill-impriżi kkonċernati;

ii. Meta l-ghajnuna tingħata bil-kundizzjoni li tiġi mgħoddija parzjalment jew kompletament lill-produtturi primarji;

e. Ghajnuna mogħtija għal attivitajiet relatati mal-esportazzjoni lejn pajjiżi terzi jew Stati Membri, jiġifieri ghajnuna marbuta direttament mal-kwantitatijet esportati, l-istabbiliment u t-thaddim ta' network ta' distribuzzjoni jew ma' nefqa kurrenti oħra marbuta mal-attività ta' esportazzjoni;

f. Ghajnuna kontingenti fuq l-użu ta' oggetti u servizzi domestiċi fuq oggetti u servizzi importati;

Meta impiżi tkun attiva fis-setturi msemmija fil-punti (a), (b), (c) jew (d) hawn fuq u tkun attiva wkoll f'wieħed jew aktar mis-setturi l-oħrajn li jaqgħu fil-kamp ta' applikazzjoni tar-Regolament *de minimis*, l-Agenzija se tiżgura separazzjoni tal-attivitàjiet jew separazzjoni tal-kontijiet. Huma biss dawk is-setturi eligibbli għall-assista skont ir-Regolament *de minimis* li se jiġu meqħjuna. L-attivitàjiet fis-setturi eskluzi mill-kamp ta' applikazzjoni tar-Regolament *de minimis* mhux se jibbenfikaw mill-assista taħt din l-iskema ta' għajnuna.

8.3 Akkumulazzjoni tal-Għajnuna

Il-benefiċjarju ma għandu jibbenfika minn ebda għotja oħra lejn l-eżekuzzjoni ta' awditu tal-enerġija li ssir applikazzjoni għaliha permezz ta' dan l-Avviż u ma huwiex legalment obbligat li jwettaq tali awditu.

Ir-regoli dwar l-akkumulazzjoni tal-ghajnuna għandhom ikunu konformi mal-Artikolu 5 tar-Regolament *de minimis*.

8.4 Pubblikazzjoni tal-Ġħajnuna Mogħtija

F'konformità mal-prinċipju tat-trasparenza, l-ghotjet kollha mogħtija għandhom ikunu disponibbli għall-pubbliku f'registrū centrali tal-ghajnuna mill-Istat stabbilit fil-livell nazzjonali jew tal-UE.

Tali regitru għandu jinkludi d-dettalji li ġejjin:

- l-identifikazzjoni tal-benefiċjarju,
- l-ammont tal-ghajnuna,
- id-data tal-ghoti,
- l-istruktur ta' għajnuna, u
- is-settur involut abbaži tal-klassifikazzjoni statistika tal-attivitàjiet ekonomiċi fl-Unjoni (“klassifikazzjoni NACE”).

i. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;

ii. Where the aid is conditional on being partly or entirely passed on to primary producers;

e. Aid granted to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, the establishment and operation of a distribution network or to other current expenditure linked to the export activity;

f. Aid contingent upon the use of domestic goods and services over imported goods and services;

Where an undertaking is active in the sectors referred to in points (a), (b) , (c) or (d) above and is also active in one or more of the other sectors falling within the scope of the de minimis Regulation, the Agency will ensure a separation of the activities or separation of accounts. Only those sectors eligible for assistance under the de minimis Regulation will be assisted. Activities in the sectors excluded from the scope of the de minimis Regulation will not benefit from assistance under this aid scheme.

8.3 Cumulation of Aid

The beneficiary shall not benefit from any other grant towards the execution of an energy audit applied for through this Notice and is not legally obliged to conduct such an audit.

Rules on cumulation of aid shall be in line with Article 5 of the de minimis Regulation.

8.4 Publication of Aid Granted

In line with the principle of transparency, all awarded grants are to be made publicly available in a central State aid register set at national or EU level.

Such register shall include the following details:

- the identification of the beneficiary,
- the aid amount,
- the granting date,
- the aid instrument, and
- the sector involved on the basis of the statistical classification of economic activities in the Union ('NACE classification').

Skeda*Għan*

L-ġħan tal-awditu tal-enerġija taħt din l-Iskema huwa li l-intrapriża

- i) ittejjeb is-sensibilizzazzjoni tagħha dwar il-konsum tal-enerġija u tal-ilma tagħha;
- ii) tidentifika u tevalwa, permezz ta' spejjeż u beneficiċji kkwantifikati, opportunitajiet spċifici ta' ffrankar tal-enerġija u tal-ilma;
- iii) tidentifika kif l-aħjar li tiġi implementata sistema interna ta' ġestjoni tal-enerġija u tal-ilma.

Data

L-awditu tal-enerġija għandu jiġbor l-informazzjoni tad-data li ġejja:

- i) Data kompreksiva u informazzjoni dwar is-sistemi, il-proċessi u t-tagħmir li jikkonsmaw l-enerġija u l-ilma, inkluzi dawk relatati mat-trasport.
- ii) Għall-uži ewlenin tal-enerġija, l-awditu għandu jinkludi data mkejla.
- iii) Listi tat-tagħmir tas-sit li jinkludu informazzjoni dwar l-enerġija, deskrizzjoni tat-tagħmir u skedi operattivi għall-utenti ewlenin tal-enerġija.

Analizi

Ir-rapport tal-awditjar għandu jinkludi rieżami tal-konsum tal-enerġija li joħloq diżzaggregazzjoni tal-użu tal-enerġija u jidentifika uzi sinifikanti tal-enerġija. Id-diżzaggregazzjoni li għandha tiġi rrikonċiljata mal-kejl separat tal-aktar sistemi, proċessi jew tagħmir li jikkonsmaw energija. L-istess approċċ għandu jittieħed meta jiġi rieżaminat il-konsum tal-ilma, spċċjalment għal entitajiet li jużaw l-ilma b'mod kostanti fil-proċessi tagħhom.

Identifikazzjoni u Evalwazzjoni tal-Opportunitajiet

L-awditu għandu jidentifika opportunitajiet ta' titjib tal-prestazzjoni tal-enerġija u tal-ilma li jistgħu implettati, inkluzi azzjonijiet ta' terminu qasir, medju u twil bl-ifrankar tal-enerġija rrikonċiljat mal-bilanċ dettaljat tal-enerġija. L-awditu għandu jindika b'mod ċar l-ifrankar tipiku għal kull opportunità ta' ffrankar tal-enerġija u tal-ilma identifikata, inkluzi suppozżizzjonijiet jew kalkoli referenzjati.

L-opportunitajiet kollha ta' titjib għandhom jiġu deskritt bl-ispejjeż u l-benefiċċji, inkluzi indikazzjonijiet ta' gwadjanji

Schedule*Aim*

The aim of the energy audit under this Scheme, is for the enterprise to

- i) improve its awareness upon its energy and water consumption;
- ii) identify and evaluate, through quantified costs and benefits, specific energy and water saving opportunities;
- iii) identify how to best implement an internal energy and water management systems.

Data

The energy audit shall collate the following data information:

- i) Comprehensive data and information on energy and water consuming systems, processes and equipment including transport-related.
- ii) For the major energy uses the audit is to include metered data.
- iii) Site equipment lists that include energy information, equipment description, and operating schedules for the major energy users.

Analysis

The audit report shall include a review of energy consumption creating a breakdown of energy use and identifying significant energy uses. Breakdown to be reconciled with sub-metering of the most energy consuming systems, processes or equipment. The same approach shall be taken when reviewing water consumption, especially for entities that use water constantly in their processes.

Opportunities Identification and Evaluation

The audit shall identify implementable energy and water performance improvement opportunities, including short-term, medium-term and long-term actions with energy savings reconciled against the detailed energy balance. The audit shall clearly indicate typical savings for each energy and water saving opportunity identified, including either referenced assumptions or calculations.

All of the improvement opportunities are to be described with costs and benefits, including indications of “non-

“mhux finanzjarji” (eż. iffrankar tal-manutenzjoni, sikurezza mtejba jew impatt ambientali mnaqqas). L-analizi ekonomika tal-opportunitajiet ewlenin ta’ titjib għandha tinkludi l-perjodu ta’ ħlas lura għal kull opportunità ta’ titjib.

L-informazzjoni dwar il-mekkaniżmi ta’ finanzjament disponibbli xierqa għall-opportunitajiet differenti ta’ titjib identifikati għandha tiġi inkluża fl-evalwazzjoni. Dan se jheġġeg lill-intrapriżi jinvestu fl-opportunitajiet ta’ titjib identifikati.

Analizi Fakultattiva

L-intrapriża tista’ tagħżel li tippreżenta waħda mill-opportunitajiet ta’ titjib tal-enerġija/ilma f’opportunità ta’ investiment fin-negożju lesta biex tintuża. Din l-informazzjoni għandha tiġi pprezentata mill-intrapriża fil-mudell ipprovdut fuq is-sit web tal-Aġenzija ghall-Enerġija u l-Ilma anness mal-Iskeda tas-Sommarju tal-Auditu tal-Enerġija, flimkien mad-dokumentazzjoni ta’ sostenn meħtieġa elenkata fl-istess mudell.

Output

L-intrapriża trid tippreżenta l-Iskeda tas-Sommarju tal-Auditu tal-Enerġija disponibbli fuq (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>) mimlija kif suppost flimkien mar-rapport shiħiħ tal-awditjar tal-enerġija għar-rieżami lill-Aġenzija. Din li ġejja hija lista fil-qosor tar-rekwiziti tar-rapport tal-awditjar miktub bl-Ingliz jew bil-Malti:

Stharrig dettaljat tal-bini (l-erja tal-art, l-ghadd ta’ impjegati, l-użu tal-bini, il-livelli tal-art, is-siġħat tax-xogħol, id-disponibbiltà tal-ispazju tas-saqaf, il-ġibjuni, ecc.).

Detailed building survey (floor area, number of employees, usage of building, floor levels, working hours, roof space availability, reservoirs, etc)

Il-konsum annwali tal-elettriku (kemm f’EUR kif ukoll f’kWh) permezz ta’ analizi tal-kontijiet tal-utilità reċenti
Annual consumption of electricity (both in € and kWh) by analyses of recent utility bills

Il-konsum annwali tal-ilma (kemm f’EUR kif ukoll f’m³) permezz ta’ analizi tal-kontijiet tal-utilità reċenti jew mod ieħor
Annual consumption of water (both in € and m³) by analyses of recent utility bills or otherwise

Il-konsum annwali tal-fjuwil (kemm f’EUR kif ukoll f’m³ jew f’litri) permezz ta’ analizi tal-kontijiet reċenti
Annual consumption of fuel (both in € and m³ or litres) by analyses of recent bills

Analizi tal-konsum tal-ilma għal tagħmir jew proċessi spċċiċi derivati mill-kejl tar-rati tal-fluss jew minn kejl separat għal attivitajiet spċċiċi (it-tqassim tal-użu differenti tal-ilma). Ir-rapport għandu jippreżenta analizi komprensiva tal-użu tal-ilma tal-intrapriżza.

Analysis of water consumption for specific equipment or processes derived from measurement of flow rates or submetering for specific activities (charting of different water usage). The report should present a comprehensive analysis of the water use of the enterprise.

Analizi tal-informazzjoni dwar il-konsum tal-enerġija biex tifforma diżzagħegazzjoni tal-użu tal-enerġija (it-tqassim tal-konsumaturi differenti tal-enerġija)

Analysis of energy consumption information to form a breakdown of energy usage (charting of different energy consumers)

Data mkejla tas-sistemi ewlenin li jikkonsmaw l-enerġija (id-data għandha titkejel fuq perjodu ta’ żmien adegwat li huwa rappreżentativ ta’ operazzjoni normali tan-negożju)

Metered data of the major energy consuming systems (data should be metered over an adequate period of time which is representative of a normal business operation)

financial” gains (e.g. maintenance savings, improved safety or reduced environmental impact). The economic analysis of the major improvement opportunities is to include payback period for each improvement opportunity.

Information on available financing mechanisms suitable for the different improvement opportunities identified should be included in the evaluation. This will encourage the enterprises to invest in the improvement opportunities identified.

Optional Analysis

The enterprise may opt to present one of the energy/water improvement opportunities in a ready to use business investment opportunity. This information shall be presented by the enterprise in the template provided on the Energy and Water Agency website annexed to the Energy Audit Summary Sheet, along with the required supporting documentation listed in the same templates.

Output

The enterprise must present the Energy Audit Summary Sheet available at (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>) duly filled in along with the full energy audit report for review to the Agency. The following is a summary list of the requirements of the audit report written in English or Maltese:

L-inventarju tat-tagħmir ewljeni li jikkonsma l-enerġija għandu jiġi elenkat flimkien ma' suppozizzjonijiet/kalkoli rägonevoli dwar l-ghadd ta' sīgħat ta' użu ta' kull biċċa tagħmir, sabiex tinkiseb stima tajba tal-konsum annwali ta' dak it-tagħmir f'intraprija. Ir-rapport għandu jirrappreżenta analizi komprensiva tal-użu tal-enerġija tal-intraprija. <i>Inventory of the major energy consuming equipment is to be listed together with reasonable assumptions/calculations on the number of hours of use of each piece of equipment, to arrive at a good estimate of the annual consumption of that equipment in an enterprise. The report should present a comprehensive analysis of the energy use of the enterprise.</i> <i>Analysis of gathered data and/or calculated data</i>
Analizi tad-data miġbura u/jew tad-data kkalkolata <i>Analysis of gathered data and/or calculated data</i>
Indikazzjoni tal-aħjar EnPI's (Indikaturi tal-Prestazzjoni tal-Enerġija) u Indikaturi tal-Prestazzjoni tal-Ilma għall-istabbiliment, dawn għandhom jiġu ppreżentati b'tali mod li jipprovd għodda ghall-intraprija biex tkompli timmonitorja l-konsum tal-enerġija u tal-ilma tagħha wara l-awditi tal-enerġija <i>Indication of the best EnPI's (Energy Performance Indicators) and Water Performance Indicators for the establishment, these should be presented in a way so as to provide a tool for the enterprise to keep monitoring its energy and water consumption following the energy audit</i>
Lista ta' Opportunitajiet ta' Titjib tal-Enerġija (EIO) potenzjali, kif ukoll miżuri għall-efficċjenza u l-konservazzjoni tal-ilma rilevanti għall-intraprija. Jeħtieg li jsiru suġġerimenti dwar mekkaniżmi ta' finanzjament xierqa li jistgħu jintużaw biex jgħinu l-investiment ta' xi wħud minn dawn l-EIOs jew miżuri ta' efficċjenza u konservazzjoni tal-ilma. <i>List potential Energy Improvement Opportunities (EIO) as well as measures for water efficiency and conservation relevant to the enterprise. Suggestions need to be made on suitable financing mechanisms that can be used to aid the investment of some of these EIOs or water efficiency and conservation measures.</i>
L-iffrankar mistenni tal-ilma u tal-enerġija tal-opportunitajiet ta' titjib (IO) issuġġeriti kollha <i>Expected water and energy savings of all suggested improvement opportunities (IO)</i>
Analizi finanzjarja tal-IOs ewlenin, inkluż il-perjodu ta' ħlas lura <i>Financial Analysis of main IOs including payback period</i>
Xi ritratti rilevanti (li għadhom jinkludu ritratti tal-loggers tad-data dwar l-enerġija konnessi mal-proċeduri tal-kejl tat-tagħmir/tal-ilma, ritratti ta' prattiki ħażien/tajbin, telf tal-enerġija/ilma, ecc.) <i>Some relevant photos (to include photos of energy data loggers connected to equipment/water measurement procedures, photos of bad/good practices, energy/water losses, etc)</i>
Informazzjoni importanti għall-awditi, eż. it-teħid ta' kampjuni ta' azzjonijiet jew l-eskużjoni ta' azzjonijiet li jikkonsmaw l-enerġija/ilma <i>Important information to the audit e.g. sampling of actions or exclusion of energy/water consuming actions</i> <i>Conclusions and Recommendations</i>
Konklużjonijiet u Rakkmandazzjonijiet
Inkludi dikjarazzjoni mid-diretturi tal-SME li tattesta l-indipendenza tal-awditur <i>Include a statement by the directors of the SME attesting to the independence of the auditor</i>
Data u Firma tal-Awditur tal-Enerġija <i>Date and Signature of Energy Auditor</i>

*Output fakultattiv**Optional Output*

Waħda mill-opportunitajiet ta' titjib tal-enerġija/ilma fil-mudell disponibbli fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma, anness mal-Iskeda tas-Sommarju tal-Awditur tal-Enerġija, flimkien mad-dokumentazzjoni ta' sostenn indikata fl-istess mudell użat. <i>One of the energy/water improvement opportunities in the template available on the Energy and Water Agency website, annexed to the Energy Audit Summary Sheet together with the supporting documentation indicated in the same template used.</i>

Nru. 238**AĞENZIJA GHALL-ENERGIJA U L-ILMA**

**Il-Promozzjoni tal-Awditi tal-Energija fl-Iskema
tal-Intrapriżi Żgħar u ta' Daqs Medju –
applikazzjonijiet tal-Iskema B skont ir-Regolament
Generali ta' Eżenzjoni ta' Kategorija**

Sabien tkompli tinkoragħixxi l-užu aħjar tar-riżorsi fi ħdan l-Intrapriżi Żgħar u Medji, kif ukoll biex tilhaq il-miri nazzjonali ta' sostennibbiltà, l-Aġenzijsa ghall-Enerġija u l-Ilma qed tamministra l-iskema li ġejja ffinanzjata fuq livell nazzjonali li għandha l-għan li tippromwovi l-awditjar tal-enerġija fi ħdan l-Intrapriżi Żgħar u Medji (minn hawn 'il-quddiem imsejha l-“Iskema”).

1. Deskrizzjoni tal-Iskema

Permezz ta' din l-Iskema, l-Intrapriżi Żgħar u ta' Daqs Medju li jikkwalifikaw jistgħu jibbenfikaw minn appoġġ finanzjarju sabiex ikollhom awditu tal-enerġija mwettaq minn awditurel tal-enerġija cċertifikat. L-ambitu ta' tali awditi tal-enerġija jrid ikun marbut mal-investimenti msemmija fit-Taqsima 7 tar-Regolament Generali ta' Eżenzjoni ta' Kategorija. Permezz tal-awditi tal-enerġija, se jiġu identifikati opportunitajiet u investimenti għat-titħbi tal-effiċċenza fl-užu tal-enerġija u tal-ilma għal dawn l-intrapriżi.

L-intrapriżi għandhom jaapplikaw fuq il-Formola ta' Applikazzjoni uffiċjali tal-Iskema B, li tista' tinstab fuq is-sit web tal-Aġenzijsa ghall-Enerġija u l-Ilma. L-awditi tal-enerġija għandu jikkonforma mar-rekwiziti minimi stabbiliti fl-Iskeda. Wara li tirrieżamina l-Applikazzjoni, l-Aġenzijsa se tħinforma lill-intrapriżi permezz ta' ittra ta' intenzjoni jekk l-għotja għat-titħbi għad-dokumenti. L-awditi għandu jitwettaq minn awditurel tal-enerġija cċertifikat magħżul mil-lista uffiċjali ta' awditurel tal-enerġija ppubblikata fuq is-sit web tar-Regolatur għas-Sorsi tal-Enerġija u tal-Ilma (REWS). Ir-rapport tal-awditjar u l-Iskeda tas-Sommarju tal-Awditi tal-Enerġija għandhom jiġi ppreżentati lill-Aġenzijsa fi żmien sitt (6) xħur mid-data tal-ittra ta' intenzjoni, diment li l-Aġenzijsa tkun tista', fid-diskrezzjoni tagħha, tagħti estensjoni għal dan il-perjodu fuq talba mill-intrapriżi, liema talba għandha tistabbilixxi b'mod ċar ir-raġuni u l-ġustifikazzjoni għat-talba għal tali estensjoni. Ladarba l-awditi tal-enerġija jitlesta u jiġi ppreżentat lill-Aġenzijsa ghall-Enerġija u l-Ilma, din tal-ahħar tiġġura li r-rapport jissodisfa r-rekwiziti minimi kif spiegati fid-dettall fl-Iskeda. Wara l-verifika tar-rapport tal-awditjar u tal-Iskeda tas-Sommarju tal-Awditi tal-Enerġija, il-benefiċjarju mbaghħad jirċievi pagament għall-eżercizzu tal-awditi tal-enerġija abbażi tal-irċevuta fiskali originali mibghuta lill-Aġenzijsa li tindika l-ispiżza attwali tal-awditi tal-enerġija. L-ammont effettivament rimborżat għandu jkun soġġett għal-limitu massimu stabbilit fit-Taqsima 4.

No. 238**ENERGY AND WATER AGENCY**

**Promotion of Energy Audits in Small
and Medium Sized Enterprises
Scheme – Scheme B applicationsunder the
General Block Exemption Regulation**

In order to further encourage the better use of resources within Small and Medium Enterprises and also to reach the national sustainability targets, the Energy and Water Agency is administering the following national funded scheme which aims to promote energy auditing within Small and Medium Enterprises (hereinafter referred to as the “Scheme”).

1. Scheme Description

Through this Scheme, qualifying Small and Medium sized Enterprises may benefit from financial support in order to have an energy audit carried out by a certified energy auditor. The scope of such energy audit must be linked to the investments referred to in Section 7 of the General Block Exemption Regulation. Through the energy audit, energy and water efficiency improvement opportunities and investments will be identified for these enterprises.

Enterprises are to apply on the official Application Form Scheme B, which can be found on the Energy and Water Agency website. The energy audit shall comply with the minimum requirements established in the Schedule. After reviewing the Application, the Agency will inform the enterprise through a letter of intent whether the grant to carry out the audit has been approved. The audit shall be carried out by a certified energy auditor chosen from the official list of energy auditors published on the website of the Regulator for Energy and Water Sources (REWS). The audit report and Energy Audit Summary Sheet are to be presented to the Agency within six (6) months from the date of the letter of intent, provided that the Agency may, at its discretion, grant an extension to this period upon request from the enterprise, which request shall clearly lay down the reason and justification for requesting such extension. Once the energy audit is completed and submitted to the Energy and Water Agency, the latter will ensure that the report meets the minimum requirements as detailed in the Schedule. Following the verification of the audit report and the Energy Audit Summary Sheet, the beneficiary will then receive payment for the energy audit exercise based on the original fiscal receipt forwarded to the Agency indicating the actual cost of the energy audit. The amount effectively refunded shall be subject to the capping laid down in Section 4.

Barra minn hekk, l-intraprija għandha tibbenfika minn ammont ta' rifużjoni addizzjonali kif deskrirt fit-taqṣima 4 jekk waħda mill-opportunitajiet ta' tit-jib tal-enerġija/ilma identifikati fir-rapport tal-auditjar tiġi pprezentata fil-mudell mehtieg, li jista' jinstab fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma anness mal-Iskeda tas-Sommarju tal-Audit tal-Enerġija. L-Aġenzija se tirrieżamina l-mudell mimli pprovdut flimkien mar-rapport tal-auditjar u mal-Iskeda tas-Sommarju tal-Audit tal-Enerġija, inkluż li l-ispejjeż relatati mal-kompilazzjoni tal-mudell huma komponent tal-audit tal-enerġija inkwistjoni, u tikkonferma jekk dan jiġix accettat sabiex ikun jista' jsir l-iżborż tar-rifużjoni addizzjonali.

2. Definizzjonijiet

Audit tal-Enerġija - Audit tal-enerġija huwa proċedura sistematika bil-ghan li jinkiseb għarfien adegwat tal-profil eżistenti tal-konsum tal-enerġija ta' bini jew grupp ta' binjet, operazzjoni jew installazzjoni industrijali jew kummerċjali jew servizz privat jew pubbliku, li tidentifika u tikkwantifika opportunitajiet kosteffettivi għall-iffrankar tal-enerġija, u tirrapporta s-sejbiet. Għall-fini ta' din l-Iskema, l-audit tal-enerġija għandu jikkonforma mar-rekwiziti minimi stabbiliti fl-Iskeda;

Auditur tal-Enerġija Ċċertifikat - Auditur tal-Enerġija Ċċertifikat huwa persuna inkluża fil-lista ufficjalji ppubblikata fuq is-sit web tar-REWS li tikkonferma li l-auditur attenda taħrif f'konformità mal-ISO 50002.

Imprija f'diffikultà - Imprija f'diffikultà tfisser imprija li fir-rigward tagħha sseħħi mill-inqas waħda miċ-ċirkostanzi li ġejjin:

a) Fil-każ ta' kumpanija b'responsabbiltà limitata (minbarra SME li ilha teżisti għal inqas minn tliet snin), fejn aktar minn nofs il-kapital azzjonarju sottoskrift tagħha sparixxa bħala riżultat tat-telf akkumulat. Dan huwa l-każ meta t-tnejjeb tat-taqqis tat-telf akkumulat mir-riżervi (u l-elementi l-oħra jekk kollha generalment ikkunsidrati bħala parti mill-fondi propriji tal-kumpanija) iwassal għal ammont kumulattiv negattiv li jaqbeż nofs il-kapital azzjonarju sottoskrift. Għall-finijiet ta' din id-dispożizzjoni, "kumpanija b'responsabbiltà limitata" tirreferi b'mod partikolari għat-tipi ta' kumpaniji msemmija fl-Anness I tad-Direttiva 2013/34/EU u "kapital azzjonarju" jinkludi, fejn rilevanti, kwalunkwe primjum azzjonarju.

b) Fil-każ ta' kumpanija fejn mill-inqas xi membri jkollhom responsabbiltà bla limitu għad-dejn tal-kumpanija (minbarra SME li ilha teżisti għal inqas minn tliet snin), fejn aktar minn nofs il-kapital tagħha kif muri fil-kontijiet tal-kumpanija jkun sparixxa bħala riżultat tat-telf akkumulat. Għall-finijiet ta' din id-dispożizzjoni, "kumpanija fejn mill-inqas xi membri jkollhom responsabbiltà bla limitu għad-dejn tal-kumpanija" tirreferi b'mod partikolari għat-tipi ta' kumpaniji msemmija fl-Anness II tad-Direttiva 2013/34/EU.

In addition, the enterprise shall benefit from an additional refund amount as described in section 4 if one of the energy/water improvement opportunities identified in the audit report is presented in the required template, which can be found on the Energy and Water Agency website annexed to the Energy Audit Summary Sheet. The Agency will review the filled in template provided in addition to the audit report and Energy Audit Summary Sheet, including that the expenses related to the compilation of the template are a component of the energy audit in question, and confirm if this is accepted in order to allow the disbursement of the additional refund.

2. Definitions

Energy Audit - An energy audit is a systematic procedure with the purpose of obtaining adequate knowledge of the existing energy consumption profile of a building or group of buildings, an industrial or commercial operation or installation or a private or public service, identifying and quantifying cost-effective energy savings opportunities, and reporting the findings. For the purpose of this Scheme the energy audit shall comply with the minimum requirements established in the Schedule;

Certified Energy Auditor - A Certified Energy Auditor is a person included in the official list published on the website of REWS confirming that the auditor has attended training in line with ISO 50002.

Undertaking in difficulty – An undertaking in difficulty means an undertaking in respect of which at least one of the following circumstances occurs:

a) In the case of a limited liability company (other than an SME that has been in existence for less than three years), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, "limited liability company" refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU and "share capital" includes, where relevant, any share premium.

b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, "a company where at least some members have unlimited liability for the debt of the company" refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

c) Meta l-impriža tkun soġgetta għal proċedimenti kollettiċi ta' insolvenza jew tissodisfa l-kriterji skont il-ligi domestiċka tagħha biex titqiegħed fi proċedimenti kollettiċi ta' insolvenza fuq talba tal-kredituri tagħha.

d) Meta l-impriža tkun irċeviet għajjnuna ta' salvataġġ u tkun għadha ma rrimborżatx is-self jew ma tterminatx il-garanzija, jew tkun irċeviet għajjnuna għar-ristruttur u tkun għadha soġgetta għal pjan ta' ristruttur.

e) Fil-każ ta' impriža li ma hijiex SME, fejn, għal dawn l-aħħar sentejn:

1. il-proporzjon ta' dejn-ekwità fil-kotba tal-impriža kien akbar minn 7.5 u

2. il-proporzjon tal-kopertura tal-imghax EBITDA tal-impriža kien inqas minn 1.0.

Bidu tax-xogħliljet – Bidu tax-xogħliljet tfisser l-aktar kmieni jew mill-bidu tax-xogħliljet ta' kostruzzjoni relatati mal-investiment, jew l-ewwel impenn legalment vinkolanti biex jiġi ornat it-tagħmir jew kwalunkwe impenn ieħor li jagħmell l-investiment irriversibbli. Ix-xiri tal-art u x-xogħliljet ta' thejjja bħall-kisba ta' permessi u t-twettiq ta' studji tal-fattibbiltà ma jitqisux bħala bidu tax-xogħliljet. Għall-akkwizizzjonijiet, “bidu tax-xogħliljet” tfisser il-mument tal-akkwist tal-assi direttament marbuta mal-istabbiliment akkwist;

3. Beneficjarji

Il-beneficjarji maħsuba tal-Promozzjoni tal-Awditi tal-Enerġija fl-Iskema tal-Intrapriži Żgħar u ta' Daqs Medju – l-Iskema B huma intrapriži li huma intrapriži żgħar u/jew ta' daqs medju kif definiti fl-Anness I tar-Regolament tal-Kummissjoni (UE) Nru 651/2014, kif emendat.

4. Dettalji tal-Ġħajjnuna

L-ġħajjnuna se tkun fil-forma ta' għotja u l-intrapriža tista' tibbenfika darba biss minn din il-mizura. L-assistenza se tkun limitata kif ġej:

		Għotja
Kategorija 1	Intrapriži ta' Daqs Medju fil-Kodiċijiet NACE C u I	€5,000
Kategorija 2	Intrapriži ta' Daqs Medju fil-Kodiċijiet NACE l-oħrajn kollha	€3,000
Kategorija 3	Intrapriži ta' Daqs Żgħir fil-Kodiċi NACE C u fis-sottogrupp 55 tal-Kodiċi NACE I	€3,000

c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

e) In the case of an undertaking that is not an SME, where, for the past two years:

1. the undertaking's book debt to equity ratio has been greater than 7.5 and

2. the undertaking's EBITDA interest coverage ratio has been below 1.0.

Start of works – Start of works means the earlier of either the start of construction works relating to the investment, or the first legally binding commitment to order equipment or any other commitment that makes the investment irreversible. Buying land and preparatory works such as obtaining permits and conducting feasibility studies are not considered start of works. For take-overs, ‘start of works’ means the moment of acquiring the assets directly linked to the acquired establishment;

3. Beneficiaries

The intended beneficiaries of the Promotion of Energy Audits in Small and Medium Sized Enterprises Scheme – Scheme B are enterprises that are small and/or medium sized enterprises as defined in Annex I of Commission Regulation (EU) No 651/2014, as amended.

4. Details of Aid

The aid will be in the form of a grant and the enterprise may benefit only once from this measure. The assistance will be capped as follows:

		Grant
Category 1	Medium Sized Enterprises in the NACE Code C and I	€5,000
Category 2	Medium Sized Enterprises in all other NACE Codes	€3,000
Category 3	Small Sized Enterprises in the NACE Code C and NACE Code I subgroup 55	€3,000

Kategorija 4	Intrapriži Żgħar fil-Kodiċijiet NACE l-oħrajn kollha u fis-sottogruppi tal-Kodiċi NACE	€1,000
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4.1 Rifużjoni addizzjonali

Tista' tintalab rifużjoni addizzjonali ta' EUR 500 għal kull intrapriža kontra l-preżentazzjoni ta' waħda mill-opportunitajiet ta' titjib tal-enerġija/ilma identifikati fir-rapport tal-awditjar fil-mudell disponibbli fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma li huwa anness mal-Iskeda tas-Sommarju tal-Awditu tal-Enerġija. Id-dettalji tal-materjal li għandu jiġi pprezentat huma mogħtija fl-Iskeda.

L-intensità tal-ghajjnuna tvarja skont id-daqs tal-impriża. Il-limitu massimu ma jaqbix il-perċentwali li ġejjin tal-ispejjeż eliġibbli, inkluża r-rifużjoni fakultattiva:

Tip ta' Impriża	%
Żgħira	80
Medja	70

5. Spejjeż Eliġibbli

L-ispiża eliġibbli hija l-ispiża akkumulata mill-awditur tal-enerġija cċertifikat waqt it-twettiq tal-awditu tal-enerġija skont l-Iskeda. L-ispejjeż relatati ma' kwalunkwe telf jew dewmien fil-produzzjoni jew fl-operazzjoni minħabba l-awditu ma humiex eliġibbli.

6. Formola tal-Applikazzjoni

L-applikanti għandhom jissottomettu applikazzjoni bil-miktub għall-assistenza taħt din l-iskema qabel ma jibda x-xogħol fuq l-attività (“bidu tax-xogħlijet”).

L-applikanti jistgħu japplikaw għal għotja taħt din l-iskema permezz tal-Formola tal-Applikazzjoni li tista' titniżżeż mis-sit web tal-Aġenzija għall-Enerġija u l-Ilma (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>).

Kif indikat fil-formola tal-applikazzjoni, l-applikanti huma meħtieġa jissottomettu:

a. Kopja tad-dettalji tal-karta tal-identità/Passaport tal-applikant jew ta' firmatarju/firmatarji fil-każ ta' kumpanija jew organizzazzjoni;

b. Kopja taċ-Ċertifikat tal-VAT fil-każ ta' kummerċjant waħdien;

L-applikazzjonijiet għandhom jiġu sottomessi fuq il-formola xierqa online jew jintbagħtu fl-indirizz elettroniku

Category 4	Small Enterprises in all other NACE Codes and NACE Code subgroups	€1,000
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4.1 Additional Refund

An additional refund of €500 per enterprise can be claimed against the presentation of one of the energy/water improvement opportunities identified in the audit report in the template available on the Energy and Water Agency website that is annexed to the Energy Audit Summary Sheet. Details of the material to be presented are given in the Schedule.

The aid intensity varies according to the size of the undertaking. The capping will not exceed the following percentages of the eligible costs, including the optional refund:

Type of Undertaking	%
Small	80
Medium	70

5. Eligible Costs

The eligible cost is the cost raised by the certified energy auditor in the course of carrying out the energy audit as per the Schedule. Expenses related to any loss or delays in production or operation due to the audit are not eligible.

6. Application Form

Applicants are to submit a written application for assistance under this scheme before work on the activity starts ('start of works').

Applicants may apply for a grant under this scheme by means of the Application Form downloadable from the website of the Energy and Water Agency (<https://energywateragency.gov.mt/energy-audits-for-smes-2/>).

As indicated in the application form, applicants are required to submit:

a. A copy of the ID card/Passport details of applicant or a signatory/signatories in case of a company or organisation;

b. A copy of the VAT Certificate in case of a sole trader;

Applications shall be submitted on the appropriate form online or sent to the email address (energyefficiency@gov.mt).

(energyefficiency@gov.mt). L-applikazzjonijiet jiġu pproċessati fuq baži ta' min jiġi l-ewwel jinqeda l-ewwel.

7. Id-durata tal-iskema

L-applikazzjonijiet għal din is-sejħa taħt l-iskema jistgħu jiġu riċevuti b'mod validu mill-1 ta' Frar 2024 sal-20 ta' Diċembru 2026.

Din l-iskema tista' tīgi mmodifikata jew itterminata qabel dik id-data permezz ta' avviż fil-Gazzetta tal-Gvern. Din l-iskema tista' tiġġedded kif jista' jitqies meħtieġ mill-Agenzja ghall-Energija u l-Ilma anki permezz ta' avviż fil-Gazzetta tal-Gvern.

8. Regoli dwar l-Għajjnuna mill-Istat

Regolamenti applikabbi dwar l-Għajjnuna mill-Istat

It-termini u l-kundizzjonijiet stabbiliti f'dan l-avviż tal-Gvern huma konformi mar-Regolament tal-Kummissjoni (UE) Nru 651/2014 tas-17 ta' Ĝunju 2014 li jiddikjara li ġerti kategoriji ta' għajjnuna huma kompatibbli mas-suq intern skont l-Artikoli 107 u 108 tat-Trattat, kif emendat bir-Regolament tal-Kummissjoni (UE) Nru 2017/1084 tal-14 ta' Ĝunju 2017 li jemenda r-Regolament (UE) Nru 651/2014 f'dak li għandu x'jaqsam ma' għajjnuna għal infrastruttura tal-port u tal-ajrūport, livelli limitu ta' notifikasi għal għajjnuna għall-kultura u l-konservazzjoni tal-patrimonju u għajjnuna għall-infrastrutturi għall-isport u għar-rikreazzjoni multifunzjonali, u l-iskemi ta' għajjnuna operatorja reġjonali għar-reġjuni ultraperiferiċi u li jemenda r-Regolament (UE) Nru 702/2014 f'dak li jirrigwarda l-kalkolu tal-ispejjeż-żejjel eligibbli, bir-Regolament tal-Kummissjoni (UE) 2020/972 tat-2 ta' Lulju 2020 li jemenda r-Regolament (UE) Nru 1407/2013 fir-rigward tal-estensjoni tiegħu u li jemenda r-Regolament (UE) Nru 651/2014 fir-rigward tal-estensjoni tiegħu u l-aġġustamenti rilevanti, bir-Regolament tal-Kummissjoni (UE) 2021/1237 tat-23 ta' Lulju 2021 li jemenda r-Regolament (UE) Nru 651/2014 li jiddikjara li ġerti kategoriji ta' għajjnuna huma kompatibbli mas-suq intern skont l-Artikoli 107 u 108 tat-Trattat, bir-Regolament tal-Kummissjoni (UE) Nru 2023/1315 tat-23 ta' Ĝunju 2023, li jemenda r-Regolament (UE) Nru 651/2014 tas-17 ta' Ĝunju 2014 li jiddikjara li ġerti kategoriji ta' għajjnuna huma kompatibbli mas-suq intern skont l-Artikoli 107 u 108 tat-Trattat, u r-Regolament (UE) 2022/2473 li jiddikjara li ġerti kategoriji tal-għajjnuna lil impriżi li huma attivi fil-produzzjoni, l-ipproċċessar u l-kummerċjalizzazzjoni tal-prodotti tas-sajd u tal-akkwakultura huma kompatibbli mas-suq intern b'applikazzjoni tal-Artikoli 107 u 108 tat-Trattat u kif jistgħu sussegwentement jiġi emendati; minn hawn 'il quddiem imsejjah ir-“Regolament Generali ta' Eżenzjoni ta' Kategorija”.

L-incentiv ma' jaapplikax għal dawn li ġejjin:

- Attivitajiet elenkti fl-Artikolu 1(2), (3), (4) u (5) tar-Regolament Generali ta' Eżenzjoni ta' Kategorija (fejn applikabbi).

mt). Applications will be processed on a first-come first-served basis.

7. Duration of the scheme

Applications for this call under the scheme may be validly received as from the 1st February 2024 to 20th December 2026.

This scheme may be modified or terminated before that date by means of a notice in the Government Gazette. This scheme may be renewed as may be deemed necessary by the Energy and Water Agency also by means of a notice in the Government Gazette.

8. State Aid Rules

Applicable State Aid Regulations

The terms and conditions set out in this Government Notice are in line with Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs, by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No. 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, by Commission Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, by Commission Regulation (EU) No 2023/1315 of 23 June 2023, amending Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and Regulation (EU) 2022/2473 declaring certain categories of aid to undertakings active in the production, processing and marketing of fishery and aquaculture products compatible with the internal market in application of Articles 107 and 108 of the Treaty and as may be subsequently amended; hereinafter referred to as the ‘General Block Exemption Regulation’.

The incentive is not applicable to the following:

- Activities listed in Article 1 (2), (3), (4) and (5) of the General Block Exemption Regulation (where applicable).

b. Impriži f'diffikultà definiti f'termini tar-Regolament Generali ta' Eżenzjoni ta' Kategorija. Madankollu, l-iskema se tapplika għal dawk l-impriži li ma kinux impiżja f'diffikultà fil-31 ta' Dicembru 2019, iżda li saru impiżja f'diffikultà fil-perjodu mill-1 ta' Jannar 2020 sal-31 ta' Dicembru 2021.

Barra minn hekk, l-ghajjnuna ma tistax tingħata jekk l-ghajjnuna tkun:

i. relatata ma' attivitajiet ta' esportazzjoni lejn pajiżi terzi jew Stati Membri, jiġifieri ghajjnuna marbuta direttament mal-kwantitajiet esportati, mal-istabbiliment u t-thaddim ta' network ta' distribuzzjoni jew man-nefqa kurrenti l-oħra marbuta mal-attività ta' esportazzjoni.

ii. kontingenti fuq l-użu ta' oġġetti domestiċi bi preferenza għal oġġetti importati.

iii. favur beneficijarju li huwa soġġett għal ordni ta' rkupru pendent wara deċiżjoni preċedenti tal-Kummissjoni li tiddikjara ghajjnuna mogħtija minn Malta bħala illegali u inkompatibbli mas-suq intern li għandha tiġi eskluża mill-kamp ta' applikazzjoni ta' dan ir-Regolament.

Regoli dwar l-Akkumulazzjoni tal-Ġħajjnuna

Il-beneficijarju ma għandu jibbenefika minn ebda għotja oħra lejn l-eżekuzzjoni ta' awditu tal-enerġija li ssir applikazzjoni għaliha permezz ta' dan ir-Avviż u ma huwiex legalment obbligat li jwettaq tali awditu.

Ir-regoli dwar l-akkumulazzjoni tal-ġħajjnuna għandhom ikunu konformi mal-Artikolu 8 tar-Regolament Generali ta' Eżenzjoni ta' Kategorija.

Skeda

Għan

L-ġħan tal-awditu tal-enerġija taħt din l-Iskema huwa li l-intrapriža

i) ittejjeb is-sensibilizzazzjoni tagħha dwar il-konsum tal-enerġija u tal-ilma tagħha;

ii) identifika u tevalwa, permezz ta' spejjeż u beneficiċċi kkwantifikati, opportunitajiet spċifici ta' ffrankar tal-enerġija u tal-ilma;

iii) iidentifika kif l-aħjar li tiġi implementata sistema interna ta' ġestjoni tal-enerġija u tal-ilma.

Data

L-awditu tal-enerġija għandu jigbor l-informazzjoni tad-data li ġejja:

b. Undertakings in difficulty defined in terms of the General Block Exemption Regulation. However the scheme will apply to those undertakings which were not an undertaking in difficulty on the 31st of December 2019, but which became an undertaking in difficulty in the period from 1 January 2020, to 31 December 2021.

Furthermore, assistance may not be granted if the aid is:

i. related to export activities towards third countries or Member States, namely aid directly linked to quantities exported, to the establishment and operation of a distribution network or to the other current expenditure linked to export activity.

ii. contingent upon the use of domestic in preference to imported goods.

iii. in favour of a beneficiary which is subject to an outstanding recovery order following a previous Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market should be excluded from the scope of this Regulation.

Rules on Cumulation of Aid

The beneficiary shall not benefit from any other grant towards the execution of an energy audit applied for through this Notice and is not legally obliged to conduct such an audit.

Rules on cumulation of aid shall be in line with Article 8 of the General Block Exemption Regulation.

Schedule

Aim

The aim of the energy audit under this Scheme, is for the enterprise to

i) improve its awareness upon its energy and water consumption;

ii) identify and evaluate, through quantified costs and benefits, specific energy and water saving opportunities;

iii) identify how to best implement an internal energy and water management system.

Data

The energy audit shall collate the following data information:

i) Data komprensiva u data ta' informazzjoni dwar isistemi, il-proċessi u t-tagħmir li jikkonsmaw l-enerġija u l-ilma, inkluži dawk relatati mat-trasport.

ii) Għall-uži ewlenin tal-enerġija, l-awditu għandu jinkludi data mkejla.

iii) Listi tat-tagħmir tas-sit li jinkludu informazzjoni dwar l-enerġija, deskrizzjoni tat-tagħmir u skedi operattivi għall-utenti ewlenin tal-enerġija.

Analizi

Ir-rapport tal-awditar għandu jinkludi rieżami tal-konsum tal-enerġija li joħloq diżagggregazzjoni tal-užu tal-enerġija u jidentifika uži sinifikanti tal-enerġija. Id-diżagggregazzjoni li għandha tiġi rrikonċiljata mal-kejl separat tal-aktar sistemi, proċessi jew tagħmir li jikkonsmaw enerġija. L-istess approċċ għandu jittieħed meta jiġi rieżaminat il-konsum tal-ilma, specjalment għal entitajiet li jużaw l-ilma b'mod kostanti fil-proċessi tagħhom.

Identifikazzjoni u Evalwazzjoni tal-Opportunitajiet

L-awditu għandu jidentifika opportunitajiet ta' titjib tal-prestazzjoni tal-enerġija u tal-ilma li jistgħu implettati, inkluż azzjonijiet ta' terminu qasir, medju u twil bl-iffrankar tal-enerġija rrikonċiljat mal-bilanċ dettaljat tal-enerġija. L-awditu għandu jindika b'mod ċar l-iffrankar tipiku għal kull opportunità ta' ffrankar tal-enerġija u tal-ilma identifikata, inkluži suppożizzjonijiet jew kalkoli referenzjati.

L-opportunitajiet kollha ta' titjib għandhom jiġu deskritti bl-ispejjeż u bil-benefiċċi, inkluži indikazzjonijiet ta' gwadani "mhux finanzjarji" (eż. iffrankar tal-manutenzjoni, sikurezza mtejba jew impatt ambientali mnaqqas). L-analizi ekonomika tal-opportunitajiet ewlenin ta' titjib għandha tħalli l-perjodu ta' ħlas lura għal kull opportunità ta' titjib.

L-informazzjoni dwar il-mekkaniżmi ta' finanzjament disponibbli xierqa għall-opportunitajiet differenti ta' titjib identifikati għandha tiġi inkluża fl-evalwazzjoni. Dan se jheġġeg lill-intrapriżi jinvestu fl-opportunitajiet ta' titjib identifikati.

Analizi Fakultattiva

L-intrapriżza tista' tagħżel li tippreżenta waħda mill-opportunitajiet ta' titjib tal-enerġija/ilma f'opportunità ta' investiment fin-negożju lesta biex tintuża. Din l-informazzjoni għandha tiġi pprezentata mill-intrapriżza fil-mudell ipprovdut fuq is-sit web tal-Aġenzija għall-Enerġija u l-Ilma anness mal-Iskeda tas-Sommarju tal-Awditu tal-Enerġija, flimkien mad-dokumentazzjoni ta' sostenn meħtieġa elenkata fl-istess mudell.

i) Comprehensive data and information data on energy and water consuming systems, processes and equipment including transport related.

ii) For the major energy uses the audit is to include metered data.

iii) Site equipment lists that include energy information, equipment description, and operating schedules for the major energy users.

Analysis

The audit report shall include a review of energy consumption creating a breakdown of energy use and identifying significant energy uses. Breakdown to be reconciled with sub-metering of the most energy consuming systems, processes or equipment. The same approach shall be taken when reviewing water consumption, especially for entities that use water constantly in their processes.

Opportunities Identification and Evaluation

The audit shall identify implementable energy and water performance improvement opportunities, including short-term, medium-term and long-term actions with energy savings reconciled against the detailed energy balance. The audit shall clearly indicate typical savings for each energy and water saving opportunity identified, including either referenced assumptions or calculations.

All of the improvement opportunities are to be described with costs and benefits, including indications of "non-financial" gains (e.g. maintenance savings improved safety or reduced environmental impact). The economic analysis of the major improvement opportunities is to include payback period for each improvement opportunity.

Information on available financing mechanisms suitable for the different improvement opportunities identified should be included in the evaluation. This will encourage the enterprises to invest in the improvement opportunities identified.

Optional Analysis

The enterprise may opt to present one of the energy/water improvement opportunities in a ready to use business investment opportunity. This information shall be presented by the enterprise in the template provided on the Energy and Water Agency website annexed to the Energy Audit Summary Sheet, along with the required supporting documentation listed in the same template.

Output

L-intrapriža trid tippreżenta l-Iskeda tas-Sommarju tal-Awditu tal-Energija disponibbli fuq (<https://energywateragency.gov.mt/energy-audits-for-smes-2>) mimlija kif suppost flimkien mar-rapport shih tal-awditjar tal-enerġija għar-rieżami lill-ġenzerja. Din li ġejja hija lista fil-qosor tar-rekwiziti tar-rapport tal-awditjar miktub bl-Ingliz jew bil-Malti:

Output

The enterprise must present the Energy Audit Summary Sheet (available at <https://energywateragency.gov.mt/energy-audits-for-smes-2/>) duly filled in along with the full energy audit report for review to the Agency. The following is a summary list of the requirements of the audit report written in English or Maltese:

Sħarrig dettaljat tal-bini (l-erja tal-art, l-ghadd ta' impiegati, l-użu tal-bini, il-livelli tal-art, is-sigħat tax-xogħol, id-disponibbiltà tal-ispazju tas-saqaf, il-ġibjuni, ecc.) <i>Detailed building survey (floor area, number of employees, usage of building, floor levels, working hours, roof space availability, reservoirs, etc)</i>	Il-konsum annwali tal-elettriku (kemm f'EUR kif ukoll f'kWh) permezz ta' analizi tal-kontijiet tal-utilità reċenti <i>Annual consumption of electricity (both in € and kWh) by analyses of recent utility bills</i>
Il-konsum annwali tal-ilma (kemm f'EUR kif ukoll f'm³) permezz ta' analizi tal-kontijiet tal-utilità reċenti jew mod ieħor <i>Annual consumption of water (both in € and m³) by analyses of recent utility bills or otherwise</i>	Il-konsum annwali tal-fjuwil (kemm f'EUR kif ukoll f'm³ jew f'litri) permezz ta' analizi tal-kontijiet reċenti <i>Annual consumption of fuel (both in € and m³ or litres) by analyses of recent bills</i>
Analizi tal-konsum tal-ilma għal tagħmir jew proċessi specifiċi derivati mill-kejl tar-rati tal-fluss jew minn kejl separat għal attivitajiet specifiċi (it-tqassim tal-użu differenti tal-ilma). Ir-rapport għandu jippreżenta analizi komprensiva tal-użu tal-ilma tal-intrapriža. <i>Analysis of water consumption for specific equipment or processes derived from measurement of flow rates or submetering for specific activities (charting of different water usage). The report should present a comprehensive analysis of the water use of the enterprise.</i>	Analizi tal-informazzjoni dwar il-konsum tal-enerġija biex tifforma diżaggregazzjoni tal-użu tal-enerġija (it-tqassim tal-konsumatori differenti tal-enerġija) <i>Analysis of energy consumption information to form a breakdown of energy usage (charting of different energy consumers)</i>
Data mkejla tal-akbar sistemi li jikkonsma l-enerġija (id-data għandha titkejjel fuq perjodu ta' zmien adegwat li huwa rappreżentattiv ta' operazzjoni normali tan-negożju) <i>Metered data of the biggest energy consuming systems (data should be metered over an adequate period of time which is representative of a normal business operation)</i>	L-inventarju tat-tagħmir ewlieni li jikkonsma l-enerġija għandu jiġi elenkat flimkien ma' suppożizzjonijiet/kalkoli raġonevoli dwar l-ghadd ta' sīġħat ta' użu ta' kull biċċa tagħmir, sabiex tinkiseb stima tajba tal-konsum annwali ta' dak it-tagħmir f'intrapriža. Ir-rapport għandu jirrapreżenta analizi komprensiva tal-użu tal-enerġija tal-intrapriža. <i>Inventory of the major energy consuming equipment is to be listed together with reasonable assumptions/calculations on the number of hours of use of each piece of equipment, to arrive at a good estimate of the annual consumption of that equipment in an enterprise. The report should represent a comprehensive analysis of the energy use of the enterprise.</i>
Analizi tad-data miġbura u/jew tad-data kkalkolata <i>Analysis of gathered data and/or calculated data</i>	Indikazzjoni tal-ahjar EnPI's (Indikaturi tal-Prestazzjoni tal-enerġija) u Indikaturi tal-Prestazzjoni tal-Ilma għall-istabbilit, dawn għandhom jiġu ppreżentati b'tali mod li jipprovd għodda għall-intrapriža biex tkompli timmonitorja l-konsum tal-enerġija u tal-ilma tagħha wara l-awditu <i>Indication of the best EnPI's (Energy Performance Indicators) and Water Performance Indicators for the establishment, these should be presented in a way so as to provide a tool for the enterprise to keep monitoring its energy and water consumption following the audit</i>
Lista ta' Opportunitajiet ta' Titjib tal-enerġija (EIO) potenzjali, kif ukoll miżuri għall-effiċjenza u l-konservazzjoni tal-ilma rilevanti għall-intrapriža. Jeftieġ li jsiru suġġerimenti dwar mekkaniżmi ta' finanzjament xierqa li jistgħu jintużaw biex jgħinu l-investiment ta' xi wħud minn dawn l-EIOs jew miżuri ta' effiċjenza u konservazzjoni tal-ilma. <i>List potential Energy Improvement Opportunities (EIO) as well as measures for water efficiency and conservation relevant to the enterprise. Suggestions need to be made on suitable financing mechanisms that can be used to aid the investment of some of these EIOs or water efficiency and conservation measures.</i>	

L-iffrankar mistenni tal-ilma u tal-energija tal-opportunitajiet ta' titjib (IO) issuġgeriti kollha <i>Expected water and energy savings of all suggested improvement opportunities (IO)</i>
Analizi finanzjarja tal-IOs ewlenin, inkluż il-perjodu ta' ħlas lura <i>Financial Analysis of main IOs including payback period</i>
Xi ritratti rilevanti (għandhom jiġu inkluži ritratti tal-loggers tad-data dwar l-energija konnessi mal-proċeduri tal-kejl tat-tagħmir/tal-ilma, ritratti ta' prattiki ħażiena/tajbin, telf tal-energija/ilma, ecc.) <i>Some relevant photos (to include photos of energy data loggers connected to equipment/water measurement procedures, photos of bad/good practices, energy/water losses, etc)</i>
Informazzjoni importanti għall-awditi, eż. it-teħid ta' kampjuni ta' azzjonijiet jew l-esklużjoni ta' azzjonijiet li jikkonsmaw l-energija/ilma <i>Important information to the audit e.g. sampling of actions or exclusion of energy/water consuming actions</i>
Inkludi dikjarazzjoni mid-diretturi tal-SME li tattesta l-indipendenza tal-awditi. <i>Include a statement by the directors of the SME attesting to the independence of the auditor.</i>
Konklużjonijiet u Rakkomandazzjoni <i>Conclusions and Recommendations</i>
Data u Firma tal-Awdit tal-Energija <i>Date and Signature of Energy Auditor</i>

*Output fakultattiv**Optional Output*

Wahda mill-opportunitajiet ta' titjib tal-energija/ilma fil-mudell disponibbli fuq is-sit web tal-Aġenzija għall-Energija u l-Ilma, anness mal-Iskeda tas-Sommarju tal-Awdit tal-Energija, flimkien mad-dokumentazzjoni ta' sostenn indikata fl-istess mudell użat.

One of the energy/water improvement opportunities in the template available on the Energy and Water Agency website, annexed to the Energy Audit Summary Sheet, together with the supporting documentation indicated in the same template used.

Is-16 ta' Frar, 2024

16th February, 2024

AVVIŻ TAL-PULIZIJA

POLICE NOTICE

Nru. 36

No. 36

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

Bis-saħħha tal-Artikolu 52(1) tal-Ordinanza dwar ir-Regolament tat-Traffiku (Kap. 65), il-Kummissarju tal-Pulizija jgħarraf li l-passaġġ u t-twaqqif ta' vetturi huwa pprohibit fit-toroq imsemmija hawn taħt fid-dati u ħinnej indikati.

Tas-Sliema

Minn nhar il-Ğimgħa, 23 ta' Frar, 2024, mis-7.30 p.m., sal-Hadd, 25 ta' Frar, 2024, sat-3.00 p.m., ix-Xatt ta' Tignè, iż-żewġ karreggjati, dik direzzjoni lejn il-Gżira, iż-żewġ naħat, u dik direzzjoni lejn Tigné, in-naħa tas-central strip biss, minn Triq Sant'Antnin sa Triq Ċensu Scerri;

Minn nhar is-Sibt, 24 ta' Frar, 2024, mid-9.00 a.m., sal-Hadd, 25 ta' Frar, 2024, sas-2.00 p.m., mix-Xatt ta' Tas-Sliema – il-Ferries, il-karreggjata direzzjoni lejn il-Gżira, iż-żewġ naħat, minn Triq Sant'Antnin sa Triq Bisazza;

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

In virtue of Article 52(1) of the Traffic Regulation Ordinance (Cap. 65), the Commissioner of Police hereby notifies that the transit and stopping of vehicles through the streets mentioned hereunder is prohibited on the dates and times indicated.

Tas-Sliema

From Friday, 23rd February, 2024, from 7.30 p.m., till Sunday, 25th February, 2024, till 3.00 p.m., through Tignè Seafront, both carriageways, direction towards Gżira, both sides, direction towards Tigné, central strip side only, from Triq Sant'Antnin till Triq Ċensu Scerri;

From Saturday, 24th February, 2024, from 9.00 a.m., till Sunday, 25th February, 2024, at 2.00 p.m., through Tas-Sliema Seafront – Ferries, carriageway direction towards Gżira, both sides, from Triq Sant'Antnin till Triq Bisazza;

Minn nhar is-Sibt, 24 ta' Frar, 2024, mill-10.00 p.m., sal-Hadd, 25 ta' Frar, 2024, sas-1.00 p.m., mix-Xatt ta'Tas-Sliema – il-Ferries, il-karreggjata direzzjoni lejn il-Gżira, iż-żewġ naħat u minn Triq Bisazza sa Triq Manwel Dimech;

Minn nhar is-Sibt, 24 ta' Frar, 2024, mill-10.00 p.m., sal-Hadd, 25 ta' Frar, 2024, sas-1.00 p.m., mix-Xatt ta'Tas-Sliema – Il-Ferries, il-karreggjata direzzjoni lejn Tigné, iż-żewġ naħat, bejn Triq Bisazza u Triq Ċensu Scerri;

Nhar il-Hadd, 25 ta' Frar, 2024, mill-4.00 a.m. sa nofsinhar, minn Triq ix-Xatt, il-Gżira – il-parkegg bejn il-Bus Stop Lounge u l-pompa tal-petrol;

Nhar il-Hadd, 25 ta' Frar, 2024, mill-4.30 a.m. sat-3.00 p.m., mix-Xatt ta'Tigné u l-madwar se jkun magħluq għat-traffiku minn Triq it-Torri ħlief għar-residenti, il-parkegg ta'The Point u l-istabbilimenti kummerċjali ta'The Point.

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

Is-16 ta' Frar, 2024

AVVIŻ TAL-PULIZIJA

Nru. 37

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

Bis-saħha 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-każi li ma jkunux jistgħu jgħaddu jew jiddawru mit-toroq imsemmija hawn taħt fid-dati u l-ħinijiet indikati.

L-Imgarr

Iċ-ċaqliq kollu tat-traffiku (tragħiġi) huwa projbit nhar il-Ġimgħa, 23 ta' Frar, 2024, mill-5.30 p.m. sal-10.30 p.m. minn Triq ir-Ruh. It-triq imsemmija se tkun kompletament magħluqa matul dawn is-sigħat.

Trasport pubbliku se jkun affettwat.

Ta' Kerċem

Nhar is-Sibt, 9 ta' Marzu, 2024, mis-7.30 a.m. sa nofsinhar, minn Triq Xuxa, Pjazza Salvatore Busuttil u Pjazza San Girgor;

From Saturday, 24th February, 2024, from 10.00 p.m., till Sunday, 25th February, 2024, till 1.00 p.m., through Tas-Sliema Seafront – Ferries, carriageway direction towards Gżira, both sides and from Triq Bisazza till Triq Manwel Dimech;

From Saturday, 24th February, 2024, from 10.00 p.m., till Sunday, 25th February, 2024, till 1.00 p.m., through Tas-Sliema Seafront – Ferries, carriageway direction towards Tigné, both sides, between Triq Bisazza and Triq Ċensu Scerri;

On Sunday, 25th February, 2024, from 4.00 a.m. till noon, through Triq ix-Xatt, Gżira – parking between Bus Stop Lounge and petrol station;

On Sunday, 25th February, 2024, from 4.30 a.m. till 3.00 p.m., through Tigné Seafront and its vicinities will be closed for traffic from Triq it-Torri except for residents, The Point parking area and commercial establishments of The Point.

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

16th February, 2024

POLICE NOTICE

No. 37

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.

Mgarr

All the traffic movement (transit) is prohibited on Friday, 23rd February, 2024, from 5.30 p.m. till 10.30 p.m., through Triq ir-Ruh. The mentioned street will be completely closed during these hours.

Public transport will be affected.

Ta' Kerċem

On Saturday, 9 March, 2024, from 7.30 a.m. till noon, through Triq Xuxa, Pjazza Salvatore Busuttil and Pjazza San Girgor;

Nhar is-Sibt, 9 ta' Marzu, 2024, mill-5.00 p.m. sal-10.45 p.m., minn Pjazza San Girgor, Triq San Pietru u San Pawl, Triq Sarg, Pjazza Orvieto, Triq Ġużeppi Briffa u Pjazza San Girgor;

Nhar il-Hadd, 10 ta' Marzu, 2024, mis-2.15 p.m. sas-7.30 p.m., minn Pjazza San Girgor, Triq Dott. Anton Calleja, Triq il-Kalandrijiet, Triq Sarg, Pjazza Orvieto u Triq Ġużeppi Briffa.

Trasport pubbliku jista' jkun affettawat.

Birkirkara

Nhar is-Sibt, 23 ta' Marzu, 2024, mit-3.00 p.m. sal-10.30 p.m. minn Triq il-Wied, Triq Anglu Mallia, Triq l-Isqof Labini, Triq il-Kbira, Pjazza Sant'Elena u Triq Santu Rokku;

Nhar is-Sibt, 23 ta' Marzu, 2024, mit-3.30 p.m. sal-10.30 p.m. minn Triq il-Wied.

Trasport pubbliku se jkun affettawat.

Il-Gudja

Nhar il-Hadd, 24 ta' Marzu, 2024, mis-7.15 a.m. sal-11.15 a.m., minn quddiem il-Knisja tal-Lunzjata u Triq Santa Marija,

Nhar il-Hadd, 24 ta' Marzu, 2024, mit-8.15 a.m. sal-11.15 a.m., minn Triq Santa Marija, Triq l-Annunzjata, Triq Raymond Caruana, Triq il-Kbira, Triq il-Fidwa, Triq San Mark, Triq ġlormu Cassar u l-pjazza.

Trasport pubbliku se jkun affettawat.

Ix-Xewkija

Nhar il-Ġimġha, 15 ta' Marzu, 2024, mill-4.00 p.m. sad-9.00 p.m. minn Triq San Bert u Pjazza San Ĝwann Battista;

Nhar il-Ġimġha, 22 ta' Marzu, 2024, mill-5.00 p.m. sal-11.00 p.m. minn Pjazza San Ĝwann Battista, Triq il-Knisja, Triq il-Heġġieni, Triq il-Kbira, Triq Santa Katarina, Triq il-Hamrija u Triq l-Indipendenza;

Nhar il-Hadd, 24 ta' Marzu, 2024, mis-6.30 a.m. sal-10.30 a.m. minn Triq l-Indipendenza (minn ħdejn id-dar parrokkjali), Triq Indipendenza u Pjazza San Ĝwann Battista;

On Saturday, 9th March, 2024, from 5.00 p.m. till 10.45 p.m., through Pjazza San Girgor, Triq San Pietru u San Pawl, Triq Sarg, Pjazza Orvieto, Triq Ġużeppi Briffa and Pjazza San Girgor;

On Sunday, 10th March, 2024, from 2.15 p.m. till 7.30 p.m., through Pjazza San Girgor, Triq Dott. Anton Calleja, Triq il-Kalandrijiet, Triq Sarg, Pjazza Orvieto and Triq Ġużeppi Briffa.

Public transport may also be affected.

Birkirkara

On Saturday, 23rd March, 2024, from 3.00 p.m. till 10.30 p.m., through Triq il-Wied, Triq Anglu Mallia, Triq l-Isqof Labini, Triq il-Kbira, Pjazza Sant'Elena and Triq Santu Rokku;

On Saturday, 23rd March, 2024, from 3.30 p.m. till 10.30 p.m. through Triq il-Wied.

Public transport will be affected.

Gudja

On Sunday, 24th March, 2024, from 7.15 a.m. till 11.15 a.m., through in front of Lunzjata church and Triq Santa Marija;

On Sunday, 24th March, 2024, from 8.15 a.m. till 11.15 a.m., through Triq Santa Marija, Triq l-Annunzjata, Triq Raymond Caruana, Triq il-Kbira, Triq il-Fidwa, Triq San Mark, Triq ġlormu Cassar and the square.

Public transport will be affected.

Xewkija

On Friday, 15th March, 2024, from 4.00 p.m. till 9.00 p.m., through Triq San Bert and Pjazza San Ĝwann Battista;

On Friday, 22nd March, 2024, from 5.00 p.m. till 11.00 p.m., through Pjazza San Ĝwann Battista, Triq il-Knisja, Triq il-Heġġieni, Triq il-Kbira, Triq Santa Katarina, Triq il-Hamrija and Triq l-Indipendenza;

On Sunday, 24th March, 2024, from 6.30 a.m. till 10.30 a.m., through Triq l-Indipendenza (from near parish house), Triq Indipendenza and Pjazza San Ĝwann Battista;

Nhar il-Hadd, 31 ta' Marzu, 2024, mis-7.30 a.m. sal-11.30 a.m. minn Pjazza San Ģwann Battista, Triq San Žakkarija, Triq Ghajnejha, Triq il-Helsien, Triq il-Knisja.

Trasport pubbliku jista' jkun affettwat.

Iż-Zurrieq

Nhar il-Ġimġha, 22 ta' Marzu, 2024, mill-4.00 p.m. sad-9.00 p.m. minn Triq P. P. Saydon, Triq il-Haddiema, Triq l-Inġiniera, part of Triq iċ-Ċombini, Triq il-Kbira u Misraħ ir-Repubblika;

Nhar il-Hadd, 24 ta' Marzu, 2024, mis-7.00 a.m. sa-nofsinhar, minn Triq San Luqa, Triq il-Kbira u Misraħ ir-Repubblika;

Nhar il-Hadd, 28 ta' April, 2024, mill-4.00 p.m. sal-10.00 p.m., minn Misraħ ir-Repubblika, Triq il-Kbira, Triq San Leopoldu, Misraħ Lazzru, Triq il-Haddiema, Misraħ Mattia Preti u Triq P. P. Saydon.

Trasport pubbliku jista' jkun affettwat.

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

Is-16 ta' Frar, 2024

AVVIŻ TAL-PULIZIJA

Nru. 38

Bis-saħħha 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 jgħad-dan mit-toroq imsemmija hawn taħt fid-dati u l-hinijiet indikati.

Birkirkara

Nhar is-Sibt, 23 ta' Marzu, 2024, mit-3.30 p.m. sal-10.30 p.m., minn Triq il-Wied, Triq in-Naxxar, Triq Anglu Mallia, Triq l-Isqof Labini, Triq il-Kbira, Pjazza Sant'Elena u Triq Santu Rokku.

Trasport pubbliku se jkun affettwat.

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

Is-16 ta' Frar, 2024

On Sunday, 31st March, 2024, from 7.30 a.m. till 11.30 a.m., through Pjazza San Ģwann Battista, Triq San Žakkarija, Triq Ghajnejha, Triq il-Helsien, Triq il-Knisja.

Public transport may also be affected.

Żurrieq

On Friday, 22nd March, 2024, from 4.00 p.m. till 9.00 p.m., through Triq P. P. Saydon, Triq il-Haddiema, Triq l-Inġiniera, part of Triq iċ-Ċombini, Triq il-Kbira and Misraħ ir-Repubblika;

On Sunday, 24th March, 2024, from 7.00 a.m. till noon, through Triq San Luqa, Triq il-Kbira and Misraħ ir-Repubblika;

On Sunday, 28th April, 2024, from 4.00 p.m. till 10.00 p.m., through Misraħ ir-Repubblika, Triq il-Kbira, Triq San Leopoldu, Misraħ Lazzru, Triq il-Haddiema, Misraħ Mattia Preti and Triq P. P. Saydon.

Public transport may also be affected.

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

16th February, 2024

POLICE NOTICE

No. 38

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.

Birkirkara

On Saturday, 23rd March, 2024, from 3.30 p.m. till 10.30 p.m., through Triq il-Wied, Triq in-Naxxar, Triq Anglu Mallia, Triq l-Isqof Labini, Triq il-Kbira, Pjazza Sant'Elena and Triq Santu Rokku.

Public transport will be affected.

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

16th February, 2024

TRANSPORT MALTA

Avviż lill-Bahħara Nru. 5 tal-2024

*Ricasoli Breakwater Head, Dħul ghall-Port tal-Belt
Valletta – MITFI*

B'referenza għal BA Chart 177 – Valletta Harbours

Id-Direttorat tal-Portijiet u tal-Yachting, Transport Malta, jgħarraf lill-bahħara li r-Ricasoli Breakwater Head fid-daha tal-Port il-Kbir, iteppep malajr aħmar (Q.R.), fil-pożizzjoni li ġejja:

<i>Latitudni (T)</i>	<i>Longitudo (L)</i>
35° 53'.960	014° 31'.378

huwa MITFI

Il-bahħara għandhom jinnutaw dan ta' hawn fuq u jinnavigaw b'kawtela kbira.

Pożizzjoni f'WGS 84 Datum

Charts affettwati: BA 177, 2537, 2538

Is-16 ta' Frar, 2024

AĞENZIJA NAZZJONALI TAL-LITTERIŻMU

**Sejħa għal Studenti biex Jassistu fuq baži Part-time
fil-Hidma tal-Aġenzija Nazzjonali tal-Litteriżmu**

Numru tal-Permess tal-Jobsplus 154/2024

L-Aġenzija Nazzjonali tal-Litteriżmu qed tfitteż li timpjega fuq baži part-time (sa 15-il siegħa fil-għimgħa) studenti li għandhom 18-il sena jew aktar u li qed isegwu korsijiet fil-Livell 5 tal-MQF jew oħla. Dawn l-istudenti sejkun mistennija li jew (i) jagħtu sessjonijiet ta' qari lil tfal tal-età tal-primarja, wiċċi imb wiċċi jew online, jew (ii) jassistu lill-Aġenzija f'xogħol tal-uffiċċju.

L-applikanti jridu jissodisfaw dawn il-kriterji sad-data tal-gheluq ta' din is-sejħa:

Evidenza li huma attwalment studenti full-time li qed isegwu kors li jwassal għal kwalifika rikonoxxuta fil-Livell 5 tal-MQF jew oħla. Tingħata preferenza lil studenti li qed isegwu kors li jwassal għal bacċellerat jew grad oħla f'dawn l-oqsma ta' studju:

Għar-rwol ta' assistent għall-programmi ta' qari lit-tfal: Edukazzjoni, Arti (preferibbiment Malti u/jew Ingliz),

TRANSPORT MALTA

Notice to Mariners No. 5 of 2024

*Ricasoli Breakwater Head, Entrance to Valletta
Harbour – UNLIT*

Reference is made to BA Chart 177 – Valletta Harbours

The Ports and Yachting Directorate, Transport Malta, notifies mariners that the Ricasoli Breakwater Head at the entrance of the Grand Harbour, flashing quick red (Q.R.), in the following position:

<i>Latitude (N)</i>	<i>Longitude (E)</i>
35° 53'.960	014° 31'.378

is UNLIT

Mariners are to note the above and navigate with great caution.

Position in WGS 84 Datum

Charts affected: BA 177, 2537, 2538

16th February, 2024

NATIONAL LITERACY AGENCY

**Call for Student NLA Assistants (part-time)
within the National Literacy Agency**

Jobsplus Permit Number 154/2024

The National Literacy Agency (NLA) is seeking to recruit on a part-time basis (up to 15h per week) full-time students who are over 18 years of age and following courses at MQF Level 5 or higher. These students will be assigned to either (i) deliver Read Aloud sessions to primary school aged children, either in-person or online, or (ii) provide office assistance to the Agency.

Applicants must fulfil the following eligibility criteria by the closing date:

Evidence of current status as full-time student in a course leading to a recognised MQF Level 5 or higher qualification. Preference will be given to students reading for a degree or post-graduate degree in the following areas of study:

For the role of read-aloud assistant: Teaching and Learning, Arts (preferably Maltese/English), Theatre

Studji Teatrali, Edukazzjoni Inklussiva, Kura u Edukazzjoni tat-Tfal fis-Snin Bikrin, Snin Bikrin.

Għar-rwol ta' assistent ghax-xogħol tal-uffiċċju: Library and Information Studies, Librarianship, Amministrazzjoni tal-Arkivji, Teknoloġija tal-Informazzjoni, Proċessar tad-Data, u Statistika.

Certifikazzjoni taċ-ČES fil-Livell 3 tal-MQF fil-Malti u fl-Ingliz (Gradi 1 sa 5) jew ewkvalenti.

Aktar dettalji dwar ir-rwol u l-kundizzjonijiet tal-impieg jistgħu jinkisbu minn (<https://educationservices.gov.mt/nla>), jew permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt), jew bin-numru tat-telefawn 2598 3325.

Il-kandidati għandhom jibagħtu l-ittra ta' applikazzjoni flimkien mal-ġabru tal-kwalifikati u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija u l-lista tax-xogħol li għamlu tul-ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil (nlarecruitment@ilearn.edu.mt), jew bil-posta registrata lil: Reklutagg, L-Аġenċija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ĝużè Abela Scolaro, Il-Hamrun HMR 1304, sa mhux aktar tard mill-Ġimgha, l-1 ta' Marzu, 2024, f'nofsinhar.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed biex jaslu qabel id-data tal-ġħeluq. L-applikanti jiġu mgharrfa li tkun waslet l-applikazzjoni fi żmien tlett ijiem ta' xogħol. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

Is-16 ta' Frar, 2024

L-AWTORITÀ GHAS-SAĦHA U S-SIGURTÀ FUQ IL-POST TAX-XOGħOL

L-Awtorităt għas-Saħha u s-Sigurtà fuq il-Post tax-Xogħol qed tfittex biex timpjega persuni fuq bażi full-time għall-post ta':

Skrivani (Permess ta' Jobsplus: 107/2024).

Aktar dettalji, inkluż id-dmirijiet, ir-responabbiltajiet, il-kundizzjonijiet tax-xogħol, il-ħtigiet ta' kwalifikati u kif tapplika, jistgħu jitniżżlu mit-taqsimha tal-impieg minn (<https://www.ohsa.mt/recruitment>).

Id-data tal-ġħeluq hija nhar il-Ġimħa, 16 ta' Frar, 2024, fl-4.00 p.m. (Hin Ċentrali Ewropew).

L-Awtorităt għas-Saħha u s-Sigurtà fuq il-Post tax-Xogħol toffri opportunitajiet indaqs ta' xogħol.

Is-16 ta' Frar, 2024

Studies, Inclusive Education, Early Childhood Education and Care, Early Years.

For the role of office assistant: Library and Information Studies, Librarianship, Archives Administration, Information Technology, Data Processing, and Statistics.

SEC certification at MQF Level 3 in Maltese and English (Grades 1 to 5) or equivalent.

A detailed job description, including conditions of employment, can be obtained from (<https://educationservices.gov.mt/nla>), or by email to (nlarecruitment@ilearn.edu.mt), or by telephone number 2598 3325.

Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history, by email to (nlarecruitment@ilearn.edu.mt), or by registered post to: Recruitment, National Literacy Agency, NCC, Triq Ĝużè Abela Scolaro, Hamrun HMR 1304, by not later than Friday, 1st March, 2024, at noon.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. Applications will be acknowledged within three working days. Late applications will not be considered.

16th February, 2024

OCCUPATIONAL HEALTH AND SAFETY AUTHORITY

The Occupational Health and Safety Authority is seeking to recruit individuals for the full-time posts of:

Clerks (Jobsplus Permit: 107/2024).

Details for vacancies, including duties and responsibilities, terms of engagement, qualification requirements and mode of application can be downloaded from the recruitment section from (<https://www.ohsa.mt/recruitment>).

The closing date is on Friday, 16th February, 2024, at 4.00 p.m. (Central European Time).

The Occupational Health and Safety Authority is an equal opportunities employer.

16th February, 2024

MINISTERU GHALL-FONDI EWROPEJ,
ID-DJALOGU SOĊJALI U L-PROTEZZJONI
TAL-KONSUMATUR

**Pożizzjoni ta' Chief Coordinator fil-Ministeru
għall-Fondi Ewropej, id-Djalogu Soċjali
u l-Protezzjoni tal-Konsumatur**

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

Din is-sejħa qed tieħu post is-sejħa ta' Chief Coordinator fil-Ministeru għall-Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur ippubblikata fil-Gazzetta tal-Gvern Nru. 21,191 datata 9 ta' Frar, 2024. Applikanti li digħi applikaw fit-termini tal-imsemmija sejħa m'għandhomx ġħalfejn jerġgħu japplikaw.

1. Is-Segretarju Permanenti, Ministeru għall-Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur, jilqa' applikazzjonijiet għall-pożizzjoni ta' Chief Coordinator fil-Ministeru għall-Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidħol f'assenjament ta' tliet (3) snin bħala Chief Coordinator fid-Diviżjonijiet tal-Fondi Ewropej fi ħdan il-Ministeru għall-Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur.

2.2 Il-pożizzjoni ta' Chief Coordinator hija sugħetta għal perjodu ta' prova ta' sena (1).

2.3 Peress li din hi pozizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol specifika, il-pożizzjoni ta' Chief Coordinator taqa' taht Regolament 7 (4) tal-Liġi Sussidjarja 452.81 intitolat u għalda qstant dan jikkostitwixxi raġuni oggettiva skont ir-‘Regolamenti dwar Kuntratti ta’ Servizz għal Żmien Fiss’.

2.4 Jekk fil-jum meta tagħlaq din is-sejħa għall-applikazzjonijiet, il-persuna magħżula tkun Uffiċċjal Pubbliku fil-kariga li sostantivament digħi tkun tinsab fi grad ekwivalenti għal jew oħla minn Grad 5, hija tibqà żżomm il-grad sostantiv tagħha. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed bħala Chief Coordinator b'mod sodisfacenti, il-persuna tinhatar fuq bażi sostantiva bħala 'Uffiċċjal fi Grad 4' fis-Servizz Pubbliku ta' Malta sakemm, f'kaz ta' Uffiċċjal Pubbliku, hija ma tkunx għażlet li żżomm il-grad sostantiv tagħha.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju marbut mal-pożizzjoni ta' Chief Coordinator huwa ekwivalenti għal massimu ta' Skala ta' Salarju 4 ekwivalenti għal € 40,145 fl-2024.

MINISTRY FOR EUROPEAN FUNDS,
SOCIAL DIALOGUE AND CONSUMER
PROTECTION

**Position of Chief Coordinator in the Ministry
for European Funds, Social Dialogue
and Consumer Protection**

Nomenclatures denoting the male gender include also the female gender.

This call supersedes the call for the position of Chief Coordinator in the Ministry for European Funds, Social Dialogue and Consumer Protection published in the Government Gazette No. 21,191 of 9th February, 2024. Applicants who submitted an application in terms of the abovementioned call need not re-apply.

1. The Permanent Secretary, Ministry for European Funds, Social Dialogue and Consumer Protection, invites applications for the position of Chief Coordinator in the Ministry for European Funds, Social Dialogue and Consumer Protection.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Chief Coordinator in the EU Funds Divisions, within the Ministry for European Funds, Social Dialogue and Consumer Protection.

2.2 The position of Chief Coordinator is subject to a probationary period of one (1) year.

2.3 Since this is a position barred or linked to the completion of a specific task, the position of Chief 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 If on the closing date of the call for applications, the selected candidate is a serving Public Officer who is already substantively in a grade equivalent to or above Grade 5, he/she will retain his/her substantive grade. On successful completion of two terms of three years each as Chief Coordinator, the selected candidate will be entitled to the substantive appointment of ‘Officer in Grade 4’ in the Malta Public Service unless, in the case of a public officer, he/she would have opted to retain his/her substantive grade.

Salary Pegged to the Position

3.1 The Salary attached to the position of Chief Coordinator is equivalent to the maximum of Salary Scale 4 equivalent to €40,145 in 2024.

3.2 Il-Persuna magħżula tkun intitolata għall-performance bonus u beneficiċċi oħra skont kif jaapplikaw għalluffiċċali li jinħatru f'pożizzjoni ta' kapijet fis-Servizz Pubbliku ta' Malta, suġġett għal dak li hemm f'klawnsola 2.4 aktar il-fuq.

3.3 Il-persuna magħżula tkun intitolata għal responsibility allowance addizjonali ta' 25% tal-iskala tas-salarju rispettiv.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Chief Coordinator jinkludu li:

i. Jmexxi, jikkordina u jaqdi dmirijiet f'dak li jikkonċerna funżjonijiet tal-Managing Authority, Responsible Authority, Competent Authority, Certifying Authority, Paying Authority u Intermediate Body, l-ifformular tal-strategijsi w-l-ippogrammar u l-evalwazzjoni w-funzjonijiet tal-kontroll finanzjarju għall-Fondi Ewropej Strutturali u ta' Investment (ESIF) u fondi oħrajn skont ir-regoli nazzjonali u tal-EU;

ii. Jmexxi u jinvolvi ruħu fit-tfassil rilevanti tal-istrategija, żvilupp ta' pjanijiet strategiċi u operattivi u pprogrammar relata, disinn xieraq ta' Operational Programmes u dokumenti oħrajn applikabli għall-ESIF w-fondi oħrajn bl-iskop ta' implementazzjoni effettiva;

iii. Jmexxi l-implementazzjoni ta' wieħed jew aktar Operational/Work Programmes, pjanijiet, skemi ta' finanzjament u strumenti u arranġamenti li jikkonċernaw il-fondi;

iv. Jmexxi l-assessjar tekniku, jimplimenta u jagħmel rakkommandazjonijiet rilevanti li jikkonċernapjan relatati ma' fondi Ewropej jew indikaturi ta' programme;

v. Jmexxi attivitajiet relatati ma' l-evalwazzjoni għall-programmi rispettivi ta' strategija u/jew operattivi inkluż monitoraġġ ta' indikaturi għall-proġetti approvati jew koordinazzjoni ta' kontroll finanzjarju;

vi. Jipprovd input tekniku u fuq policy u jipprepara memoranda, dokumenti u briefs relatati max-xogħol tad-Diviżjoni pertinenti;

vii. Jipprovd immaniġġjar effetiv u tmexxija lill-ufficjal taħt superviżjoni;

viii. Jikkontribwixxi għax-xogħol tad-diviżjoni pertinenti biex tiġi assigurata koordinazjoni adekwata bejn l-aġenżiji fuq kwistjonijiet relatati mal-immobilizar u l-użu tal-ESIF u fondi u strumenti oħra relatati mal-perjodu ta' wara l-2020;

3.2 The selected candidate will also be entitled to a performance bonus and other benefits as applicable to officers who are appointed to a Headship Position in the Malta Public Service, subject to what is contained in Clause 2.4 above.

3.3 The selected candidate will also be entitled to an additional responsibility allowance of 25% of the respective salary scale.

Duties

4. The job duties for the position of Chief Coordinator include:

i. Leads, coordinates and carries out duties in relation to the Managing Authority, Responsible Authority, Competent Authority, functions, Certifying Authority and Paying Authority and Intermediate Body functions, the formulation of strategies and programming and the evaluation and financial control functions for the European Structural and Investment Funds (ESIF) and other funds in line with the applicable national and EU rules;

ii. Leads and engages in relevant strategy formulation, development of strategic and operational plans and related programming, the design of appropriate Operational Programmes and other documents for ESIF and other funds with a view to effective implementation;

iii. Leads the implementation of one or more Operational/Work Programmes, plans, funding schemes and other funding instruments or arrangement;

iv. Leads the technical assessment, implementation and relevant recommendations concerning EU funded related plan or programme indicators;

v. Leads evaluation activities for the respective strategic and/or operational programme/s including monitoring of achievements (indicators) for projects approved and coordinating financial control;

vi. Provides technical and policy inputs and prepares memoranda, documents and briefs related to the work of the pertinent Division;

vii. Provides effective management and leadership to staff under supervision;

viii. Contributes to the pertinent Division's effort in ensuring strong interagency coordination on issues relating to the mobilisation and use of ESIF and other funds and instruments post-2020;

ix. Jikkomunika ma' Ministeri tal-Gvern u ma' dipartimenti, awtoritajiet, aġenċiji u entitajiet f'Malta kif ukoll barra minn Malta kif meħtieg;

x. Jagħti s-sapport lid-Direttur Ĝenerali pertinenti fl-immaniġjar tad-Diviżjoni u jikkomunika ma' ufficjali oħra biex tiġi assigurata koordinazzjoni u sinergija massima;

xi. Jikkordina, jmexxi u jipparteċipa f'laqgħat kif meħtieg;

xii. Jatteni għal xogħol u/jew tahriġ barra minn Malta kif determinat mis-Segretarju Permanent;

xiii. Jwettaq dmir iehor li jistgħu jiġu assenjati minn żmien ghall-ieħor mis-Segretarju Permanent; u

xiv. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanent Ewljeni.

Rekwiziti tal-Eligibbiltà

5.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajiż iehor li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħħhom 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. cittadini ta' pajiżi terzi li jkunu nghataw 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 Žmien Twil (Cittadini ta' Pajiżi Terzi)', jew li jkunu nghataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' citta' ta' pajiżi terzi li jkunu nghataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew

ix. Laises with Government Ministries and departments, authorities, agencies and other bodies in Malta and abroad as necessary;

x. Supports the pertinent Director General in the overall management of the Division and liaising with other officers to ensure maximum coordination and synergy;

xi. Coordinates, leads and participates in meetings as necessary;

xii. Travels abroad for work and/or training as determined by the Permanent Secretary;

xiii. Carries out other duties as requested by the Permanent Secretary; and

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. 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. Fil-pusess 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-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Čittadinanza fi ħdan l-Aġenzijsa Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-htieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgi kkonsultata skont il-htieġa dwar din il-materja.

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

iii. (a) ikollhom kwalifika Masters rikonoxxuta f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET, jew ekwivalenti*) flimkien ma' erba' (4) snin esperienza ta' xogħol rilevanti (li minnhom mill-anqas sentejn (2) iridu jkunu f'pozizzjoni ta' management relatati mal-Fondi Ewropej), fil-qasam tal-Accountancy u l-ICT jew ikollhom kwalifika professjonalı rikonoxxuta komparabbli fil-Livell 7 tal-MQF f'Accountancy u ICT;

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tīgi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħtija qabel 1-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET

jew

(b) ikollhom kwalifika ta' Baċċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*), flimkien ma' sitt (6) snin esperienza ta' xogħol rilevanti (li minnhom mill-anqas sentejn (2) iridu jkunu f'pozizzjoni ta' management relatati mal-Fondi Ewropej), fil-qasam tal-Accountancy u l-ICT jew ikollhom kwalifika professjonalı rikonoxxuta komparabbli fil-Livell 6 tal-MQF f'Accountancy u ICT.

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

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;

iii. (a) in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent*) plus four (4) years relevant work experience (of which two (2) years in a management position related to EU Funds), in the areas of Accountancy and ICT or a recognised comparable professional qualification at MQF Level 7 in Accountancy and ICT;

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits 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

or

(b) in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) plus six (6) years relevant work experience (of which two (2) years in a management position related to EU Funds), in the areas of Accountancy and ICT or a recognised comparable professional qualification at MQF Level 6 in Accountancy and ICT.

*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.

Uffiċċiali pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkun fi klassi/linja ta' karriera differenti jew f'pozizzjoni definita, iżda jistgħu japplikaw għal grad/pozizzjoni 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 ghall-kwalifika rikjesta hekk kif specifikata fil-paragrafu 5.1 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-ħażżej fażi tal-kors li jwassal għall-ġhoti tat-tali kwalifika. Il-persuni maħtura jridu jgħiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħha, 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 oħġla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ewkvalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-ġħeluq tas-sejħha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħha għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

5.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat 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-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal ta' Reklutaġġ (<https://recruitment.gov.mt>).

6.2. Id-dokumenti originali għandhom, mingħajr eċċeżżjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eligibbli jiġi assessjati minn bord tal-ħażla biex jiġi ddeterminat min hu adatt għall-pozizzjoni.

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://recruitmentadmin.gov.mt//attachments/2024_01_10_01_24_34_GPENG.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 31st October, 2024. 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).

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 Office 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

Il-marka massima għal dan il-proċess tal-ġhażla hija 100% u l-marka li persuna trid iċċi biex tħaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.3, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipproċu certifikat tal-kondotta li tali dokument irid ikun mahruġ mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-ġheluq tal-applikazzjonijiet hija 1-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Gimġha, 1-1 ta' Marzu, 2024. Ittra elettronika ggħġenerata mill-komputer tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjoni generali msemmija hawn isfel.

8.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-ahħar mument biex jissottemmu l-applikazzjoni tagħhom.

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

8.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjoni generali oħra

9. Dispożizzjoni generali oħra dwar din is-sejħa għall-applikazzjonijiet, b'referenza partikolari għal:

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

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

kwalifikati f'livell ogħla;

livell komparativ tal-impiegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendent;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tigi sottomessa petizzjoni dwar ir-riżultat;

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.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for European Funds, Social Dialogue and Consumer Protection 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, 1st March, 2024. 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;

renouncement of pending applications;

publication of the result;

medical examination;

the process for the submission of petitions concerning the result;

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

jestgħu jiġu aċċessati minn (https://recruitmentadmin.gov.mt//attachments/2024_01_10_01_24_19_GPMT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi, Ministeru għall-Fondi Ewropej, id-Djalgu Soċċali u l-Protezzjoni tal-Konsumatur. Dawn id-dispożizzjonijiet generali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/ diviżjoni/direttorat huma (<https://eufunds.gov.mt>) u (recruitment.mesc@gov.mt).

Is-16 ta' Frar, 2024



Kofinanzjat mill-Unjoni Ewropea

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŽGHAŻAGħ, IR-RIČERKA U L-INNOVAZZJONI

Pożizzjoni ta' Edukatur fuq baži part-time fi ħdan il-Kullegg Mikiel Anton Vassalli (Visual and Performing Arts) fil-Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażaq, ir-Riċerka u l-Innovazzjoni

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażaq, 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-process tar-reklutajg, l-MEYR jimxi mal-Ligi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutajg, Taħriġ Inizjali u Żvilupp Professjonalni Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażaq, ir-Riċerka u l-Innovazzjoni, jilqa' applikazzjonijiet għall-pożizzjoni ta' Edukatur fuq baži part-time fi ħdan il-Kullegg Mikiel Anton Vassalli (Visual and Performing Arts) fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażaq, ir-Riċerka u l-Innovazzjoni biex iservi f'Malta u/jew Għawdex għal perijodu definit fuq baži part-time, kif u meta jkun meħtieġ.

1.2. L-applikanti jestgħu japplikaw għall-pożizzjoni ta' Edukatur part-time fl-Arti tac-Čeramika.

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

may be accessed from (https://recruitmentadmin.gov.mt//attachments/2024_01_10_01_24_34_GPENG.pdf) or may be obtained from the Corporate Services Directorate, 31B, Tal-Pilar, Triq Marsamxett, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving department/division/directorate are (<https://eufunds.gov.mt>) and (recruitment.mesc@gov.mt).

16th February, 2024



Co-funded by the European Union

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

Position of part-time Educator for the Mikiel Anton Vassalli College (Visual and Performing Arts) Schools 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 Educator for the Mikiel Anton Vassalli College (Visual and Performing Arts) Schools within the Ministry for Education, Sport, Youth, Research and Innovation to serve in Malta and/or Gozo 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 Educator in Ceramic Art.

1.3. Il-Persuna magħżula tista' tkun trasferita fi kwalinkwe skola tal-Visual and Performing Arts (VPA) li jiffurmaw parti mill-Kullegġ Mikiel Anton Vassalli skont l-esigenzi tas-Servizz Pubbliku ta' Malta u s-suġġett/qasam li applika għalihi.

L-iskejjel li jiffurmaw parti mill-Kullegġ Mikiel Anton Vassalli f'Malta huma: l-Iskola tal-Arti fil-Belt Valletta, l-Iskola ta' Drama u Żfin fil-Blata l-Bajda, u l-iskola tal-Mužika fil-Hamrun; u Ghawdex: il-Visual u Performing Arts fix-Xewkija.

Il-Kullegġ Mikiel Anton Vassalli joffri numru ta' korsijiet f'hinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt. Ĝeneralment il-korsijiet huma offrut bejn it-3.00 p.m. u t-8.00 p.m. matul il-ġimgħa u bejn it-8.30 a.m. u 12.30 p.m. nhar ta' Sibt. Hinijiet oħra jistgħu japplikaw biex ikun assigurat li l-bżonnijiet tal-istudenti jintlaħqu.

1.4. Persuna magħżula tista' tintalab tagħmel kull taħrif speċjali skont il-bżonn.

Tul tal-Assenjament u Kundizzjonijiet

2.1. Il-kandidat magħżul jiġi ingaġġat bħala Edukatur fuq bażi part-time mill-Ministeru ghall-Edukazzjoni, l-Isport, iż-Żgħażaq, ir-Ričerka u l-Innovazzjoni. Dan lingaġġ ikun fuq bażi definit għal sena (1) skolastika jew inqas, li jista' jiġgedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' Edukatur fuq bażi part-time hija sogħetta għal perjodu ta' prova ta' tlett (3) xhur.

2.3. Peress li din hi pozizzjoni marbuta ma' terminu ta' żmien fiss jew tkomplija ta' biċċa xogħol specifika, għaldaqstant dan jikkostitwixxi raġuni oggettiva, il-pożizzjoni ta' Edukatur 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. Il-proviżjonijiet relatati dwar il-benefiċċi u entitlements skont kif imniżza 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 jittieħed matul il-btajjal tal-iskola.

Salarju Marbut mal-Pożizzjoni

3.1. Edukatur fuq bażi part-time ser jaħdem fuq bażi part-time għal numru ta' siegħat fil-ġimgħa liema numru ta' siegħat jiġi determinat qabel il-bidu tas-sena skolastika, jiddeppendi minn numru ta' applikanti li jkunu applikaw biex jattendu għall-korsiġiet u/jew kwalunkwe esigenzi li jistgħu jinqalghu/jinbidlu minn żmien.

3.2. Is-salarju marbut mal-pożizzjoni ta' Edukatur fuq bażi part-time jithallas bir-rata ta' €20.00 fis-siegħha skond in-

Visual and Performing Arts (VPA) schools that fall under the Mikiel Anton Vassalli College according to the exigencies of the Malta Public Service and the subject/area applied for.

The schools falling under Mikiel Anton Vassalli College in Malta are: the School of Art in Valletta, the School of Drama and Dance in Blata l-Bajda, and the School of Music in Hamrun; and in Gozo: the School of Visual and Performing Arts in Xewkija.

The Mikiel Anton Vassalli College offers several courses, at different times of the day from Mondays to Saturdays. Courses are usually held between 3.00 p.m. and 8.00 p.m. on weekdays, and from 8.30 a.m. and 12.30 p.m. on Saturdays. Other time schedules for learning courses may apply to ensure that all learner needs are met.

1.4. A selected candidate may be required to undergo any special training as deemed necessary.

Duration of Assignment and Conditions

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

2.2. The position of a part-time Educator is subject to a probationary period of three (3) months.

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 Educator, which falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

2.4. 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 school holidays.

Salary Pegged to the Position

3.1. Part-time Educator shall work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the scholastic year, 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.

3.2. A part-time Educator shall be paid at the rate of €20.00 per hour according to the number of lessons/work

numru ta' lezzjonijiet/xogħol assenjat flimkien ma' bonuses pro-rata (ta' nofs is-sena u Milied) u d-dħul supplimentari. Ir-remunerazzjoni tinkludi l-preparazzjoni, il-ħin tal-kuntatt u kwalunkwe dmir ieħor relata.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Edukatur fuq bażi part-time fi ħdan il-Kullegg Mikiel Anton Vassalli jinkludu li:

i. Jgħallem u jeduka lill-istudenti skont il-linji gwida pprovduti mill-MFHEA u l-awtoritajiet kompetenti tal-edukazzjoni;

ii. Jgħallem u jeduka lill-istudenti skont learning outcomes, u abbiltajiet u potenzjal tal-istudenti individwali;

iii. Jadotta u jaħdem għall-implementazzjoni tal-pjan ta' żvilupp tal-iskola;

iv. Jippjana, jipprepara, jagħti u jevalwa l-lezzjonijiet;

v. Jagħti x-xogħol, jikkoreġi u jagħti l-marki lix-xogħol tal-istudenti;

vi. Jassessja, jirrekordja u jirraporta dwar l-iżvilupp, il-progress, il-kisbiet u l-abbiltà tal-istudenti tiegħu, u jipprovdi feedback kemm bil-miktub kif ukoll bil-fomm;

vii. Jagħmel monitoraġġ tal-attendenza tal-istudenti li jieħu ħsieb;

viii. Jiprovvdi gwida u pariri lill-istudenti dwar il-kisbiet edukattivi ulterjuri tagħhom u opportunitajiet entraprenjali;

ix. Jirrifletti fuq l-istrateġiji personali ta' tagħlim, metidologiji u programm/i marbuta mad-deskrizzjoni tal-korsijiet u l-linji gwida tal-MFHEA;

x. Jikkomunika, jikkonsulta, jikkoopera mal-membri l-oħra tal-kommunita' tal-iskola u stakeholders relevanti;

xi. Jassigura standards għoljin tal-prattiċi professjonal u kwalità tat-tagħlim billi jipparteċipa f'attivitàjet reċiproċi ta' peer review u jimxi fuq il-gwida mogħtija waqt il-viżiġi ta' sappoġġ tal-klassi magħmulu mit-tmexxja tal-iskola;

xii. Jipparteċipa f'opportunitajiet ta' taħriġ professjonal kontinwu (CPD), laqgħat ta' staff development u f' eżerċizzi ta' action research;

xiii. Isegwi mal-Politika tal-Assigurazzjoni tal-Kwalità tal-Iskejjel;

assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, contact time and any other related duties.

Duties

4. The job duties for the position of a part-time Educator within the Mikiel Anton Vassalli College include:

i. Teaches and educates learners according to guidelines provided by the MFHEA and the competent education authorities;

ii. Teaches and educates learners according to the course learning outcomes, abilities and potential of the individual learners;

iii. Adopts and works towards the implementation of the school development plan;

iv. Plans, prepares, delivers and evaluates lessons;

v. Assigns work, corrects and marks work carried out by the learners;

vi. Assesses, records and reports on the development, progress, attainment and aptitude of one's learners, and provides feedback both in written and verbal forms;

vii. Monitors the attendance of students under one's care;

viii. Provides guidance and advice to learners on their higher educational achievements and entrepreneurial opportunities;

ix. Reflects on one's own teaching and learning strategies, methodologies and programme/s in line with the course description and MFHEA guidelines;

x. Communicates, consults and co-operates with other members of the school community and the relevant stakeholders;

xi. Ensures high standards of professional practice and quality of teaching and learning as participates in reciprocal peer review and follows guidance given during class support visits carried out by the school leadership team;

xii. Participates in continuous professional development (CPD) opportunities, staff development meetings and takes part in action research exercises;

xiii. Adheres to the School Quality Assurance Policy;

xiv. Jipparteċipa f'laqħat kontinwi tal-istaff, gruppi jew oħra jn, u/jew opportunitajiet ta'tħriġ kemm lokalment kif ukoll barra mill-pajjiż, biex iżomm ruħu aġġornat dwar l-iżviluppi fl-edukazzjoni, partikolarmen b'rabta maċ-ċiklu u/jew qasam rispettiv, inkluzi iżda mhux limitati għal kurrikulu, pedagogija, assessment, reġistrazzjoni u rappurtar ta' tagħlim, kontenut u žvilupp tal-istudenti differenti;

xv. Jorganizza/jikkoordina/jiproduċi u/jew jagħmel marketing tal-wirjet, esebizzjonijiet u avventimenti/aktivitajiet/progetti edukattivi oħra;

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

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

Aktar dettalji jistgħu jinkisbu mill-websajt: (<http://mikielantonvassallcollege.gov.mt>)/jew ikkuntattja lill-Kulleġġ Mikiel Anton Vassalli fuq email (mavassalli.college@ilearn.edu.mt).

Rekwiziti tal-Eligibbiltà

5.1. Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

c. kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini 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 msemmiha hawn fuq; jew

e. cittadini 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 Žmien Twil (Cittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-

xiv. Participates in on-going staff, group or other meetings and/or training opportunities both locally and abroad, to keep abreast of developments in education, particularly in relation to the respective cycle and/or area, including but not limited to curriculum, pedagogy, assessment, recording and reporting of learning, content and diverse learner development;

xv. Organises/coordinates/produces and/or marketing of performances, exhibitions and other educational events/activities/projects;

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

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

Further details may be obtained from the website: (<http://mikielantonvassallcollege.gov.mt>) or contact Mikiel Anton Vassalli College on email: (mavassalli.college@ilearn.edu.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. 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' pakkizi terzi li jkunu nghataw 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-Enerġija Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenza tax-xogħol f'dawk il-każijiet fejn hija meħtiega skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtiega dwar din il-materja.

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

iii. fil-pussess ta' ħames (5) snin ta' esperjenza artistika professjonal fil-qasam tas-suġġett; u

iv. fil-pussess ta' tliet (3) snin ta' esperjenza ta' tagħlim f'ambjent formali fis-suġġett indikat fil-paragrafu 1.2; u

v. fil-pussess tagħhom kwalifika ta' Masters rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 ECTS/ECVET krettu, jew ewkwalenti*) fis-suġġett/qasam li għaliha saret l-applikazzjoni; jew

vi. fin-nuqqas ta' applikazzjonijiet minn applikanti eligibbli skont il-paragrafu 5.1 (v) hawn fuq u/jew fin-nuqqas ta' numru suffiċjenti ta' kandidati li jintgħażlu, l-eligibilità għandha tīgħi estiż-a għal applikanti li għandhom kwalifika rikonoxxuta ta' Bacellerat fil-Livell 6 tal-MQF (suġġett għal minimu ta' 180 ECTS/ECVET krettu, jew ewkwivalenti**) fis-suġġett/qasam li għaliha saret l-applikazzjoni; jew

vii. fin-nuqqas ta' applikazzjonijiet minn applikanti eligibbli skont il-paragrafu 5.1 (v) u (vi) hawn fuq u/jew fin-nuqqas ta' numru suffiċjenti ta' kandidati li jintgħażlu, l-eligibilità għandha tīgħi estiż-a għal applikanti li għandhom Higher/Advanced Diploma rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 60 ECTS/ECVET krettu, je ewkwivalenti**) fis-suġġett/qasam li għaliha saret l-applikazzjoni.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 ECTS/ECVET krettu hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formal ta' rikonoxximent tal-Masters mill-MQRIC tīgħi sottomessa mal-applikazzjoni. Kwalifika ta'

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/or English languages; and

iii. in possession of five (5) years of professional artistic experience in the subject area; and

iv. in possession of three (3) years teaching experience in a formal setting in the subject indicated in paragraph 1.2; and

v. in possession of a recognised Masters' qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in the subject/area applied for; or

vi. in the absence of applications from eligible applicants according to paragraph 5.1 (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent**) in the subject/area applied for; or

vii. in the absence of applications from eligible applicants according to paragraph 5.1 (v) and (vi) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised Higher/Advanced Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent**) in the subject/area applied for.

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

Masters rikonoxxuta mill-Università ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 ECTS/ECVET krettu hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbi ma' mill-inqas 60 ECTS/ECVET krettu.

**Kwalifika rikonoxxuta komparabbi ma' 60/180 ECTS/ECVET krettu, hekk kif applikabbi hija aċċettata biss suġġett għal dikjarazzjoni formal i' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubblici li japplikaw għal din il-pożizzjoni 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 irrisspettivament 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 specifikata fil-paragrafi 5.1(v),(vi) u (vii) jew kif findikat p'paragrafu 3.1 tad-dispożizzjonijiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew gew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. 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 oħġla 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-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiziti li jipprodu dikjarazzjoni jiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbi, skont id-dispożizzjonijiet applikabbi għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

5.3. L-applikazzjonijiet jiġu kkunsidrati wkoll minn kandidati li huma čittadini ta' pajiżi terzi u li ma jissodisfawx il-kriterji msemmija f'paragrafu 5.1(i), dment li jissodisfaw ir-rekwiziti msemmija f'paragrafi 5.1 (ii) sa 5.2. Il-ħatra ta' dawn il-kandidati teħtieġ permess tax-xogħol mogħti skont ir-Regolamenti tal-Permess Uniku (Legiżlazzjoni Sussidjarja 217.17, tal-Ligħiġiet ta' Malta) kif ukoll li tkun tista' tissodisfa l-kundizzjonijiet l-oħra kollha ta' dħul fit-territorju Schengen. Kull process isir b'mod indipendent u suġġett għall-ipproċessar ta' diligenza dovuta mill-awtoritajiet kompetenti Maltin. L-applikanti li jonqsu milli jissodisfaw dawn ir-rekwiziti fi żmien (6) sitt xħur mid-data

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.

**A recognised qualification comparable to 60/180 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 position 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 paragraphs 5.1 (v), (vi) and (vii) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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).

5.3. Applications will also be considered from candidates who are third country nationals and do not satisfy the criteria set out in paragraph 5.1(i), provided that they satisfy the requirements stated in paragraphs 5.1 (ii) to 5.2. The appointment of such candidates would necessitate a work permit granted in line with the Single Permit Regulations (Subsidiary Legislation 217.17, of the Laws of Malta) as well as being able to fulfil all other conditions of entry into the Schengen territory. Each process is carried out independently and subject to due diligence processing by the competent Maltese Authorities. Applicants who fail to satisfy these requirements within (6) six months from the

tal-gheluq tas-sejħa għall-applikazzjoni jiġu skwalifikati mill-proċess tal-ġhażla.

5.4. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li ġħaliex saret l-applikazzjoni. Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jipproducu certifikat tal-kondotta mahruġ 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-kwalifikasi 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 ta' Reklutagg tal-Edukazzjoni (<https://edurecruitment.gov.mt>). Degrees u ċertifikati ta' Post-Graduate jew kwalifikasi komparabbi għandhom ikunu akkumpanjati minn traskrizzjoni bl-Ingliz, li turi b'mod ċar id-Degree miksub u l-klassifikazzjoni finali.

6.2. Id-dokumenti originali għandhom, mingħajr ecċeżżjoni, jintwerew waqt l-intervista.

Proċeduri tal-ġhażla

7.1. L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-ġhażla hija 400 u l-marka li persuna trid iġġib biex tgħaddi hija 200.

Bħala parti mill-intervista, l-applikanti eligibbli huma mistennija li:

i. turi għarfien professjonal, kompetenzi u attitudnijiet permezz ta' studju/i (każ/ijiet) li jkopru aspetti kurikulari u l-well-being;

ii. għall-intevista tieħu il-portafoll ta' tagħlim. Barra minn hekk,

a) l-applikanti eligibbli għall-Arti taċ-ċeramika huma mistennija li jagħtu preżentazzjoni (mass. 5 minuti) li juru l-portafoll digitali tagħhom tax-xogħol u l-esperjenza attwali.

L-applikanti kollha eligibbli għandhom iġibu l-laptop/tablet tagħhom stess. Fin-nuqqas ta'laptop/tablet, il-kandidati huma meħtieġa li jkollhom access għall-preżentazzjoni permezz ta' memory stick.

L-applikanti li jaapplikaw taħt ir-rekwiżit tal-eligibbiltà paragrafu 5.1 (vii) huma meħtieġa jipprovdu evidenza ta' tagħlim permezz ta' portafoll ta' tagħlim u se jintalbu jipprezentaw referenza professjonal.

closing date of the call for applications will be disqualified from the selection process.

5.4. 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 Education Recruitment Portal (<https://edurecruitment.gov.mt>). Degrees and Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English, showing clearly the Degree obtained and the final classification.

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 400 and the pass mark is 200.

As part of the interview, eligible applicants are expected to:

i. show professional knowledge, competences and attitudes through case study/studies covering both curricular and well-being aspects;

ii. bring their teaching portfolio for the interview. In addition,

a) eligible applicants for Ceramic Art are expected to give a presentation (max. 5 minutes) showcasing their digital portfolio of current work and experience.

All eligible applicants are to bring their own laptop/tablet. In the absence of a laptop/tablet, candidates are required to have access to the presentation through a memory stick.

Applicants who apply under eligibility requirement paragraph 5.1 (vii) are required to provide evidence of teaching through a teaching portfolio and will be requested to present professional reference.

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.4, għandhom Warrant Permanenti ta' Ghalliem u esperjenza ta' xogħol relevanti u ppruvata.

7.3. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafu 5.1(v) t'hawn fuq, jitqiegħdu f'ordni tal-mertu msejħha Kategorija A. Dawk li jkunu qed japplikaw skont termini ta' paragrafu 5.1(vi) jitqiegħdu f'ordni tal-mertu msejħha Kategorija B u dawk li jkunu qed japplikaw skont it-termini ta' paragrafu 5.1(vii) jitqiegħdu f'ordni tal-mertu msejħha Kategorija C.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafu 5.1(v) t'hawn fuq, jingħataw preferenza fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafu 5.1 (vi) t'hawn fuq u dawn tal-ahħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafu 5.1(vii) hawn fuq. B'hekk, l-applikanti li japplikaw taħt paragrafi 5.1(vi) u (vii) jiġu kkunsidrati biss la darba l-ordni tal-mertu ta' Kategorija A li hemm referenza ġħaliha f'paragrafu 7.3, tkun ġiet eżawrita u jekk ikun fadal xi postijiet vakanti.

7.5. B'hekk, listi ta' riżultati separati jiġu ppubblikati skont l-ordni tal-mertu taċ-ċiklu/suġġett/qasam msemmi f'paragrafu 1.2 hawn fuq, u skont sezzjoni 5.1, u paragħi 7.3 u 7.4. Il-lista tar-riżultati tibqajha valida għal sentejn (2) mid-data tal-pubblikazzjoni jew sakemm tiġi eżawrita l-lista tar-riżultati, liema minnhom ikun l-ewwel.

Sottomissjoni tal-Applikazzjoni

8.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaq, ir-Ričerka u l-Innovazzjoni, permezz tal-Portal ta' Reklutagg tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat tal-kondotta li tali dokument irid ikun mahruġ 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 it-Tnejn, 4 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemija hawn ifsel.

8.2. Hija r-responsabbiltà tal-applikanti li ma jħallux sal-ahħar mument biex jissottemmettu l-applikazzjoni tagħħom.

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

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.4, have a Teacher's Permanent Warrant and proven relevant work experience.

7.3. Successful candidates, who apply in terms of paragraph 5.1(v) above, will be put on an order of merit list named Category A. Those applying in terms of paragraph 5.1(vi) will be put on an order of merit list named Category B and those applying in terms of paragraph 5.1(vii) will be put on an order of merit list named Category C.

7.4. Successful candidates, who apply in terms of paragraph 5.1(v) above, will be given preference over successful candidates who apply in terms of paragraph 5.1(vi) above and these in turn be given preference over successful applicants who apply in terms of paragraph 5.1(vii) above. Hence, applicants applying under paragraphs 5.1(vi) and (vii) 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. 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 (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 Monday, 4th March, 2024. 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. Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīgħi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċi applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà;

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

kwalifik f'livell ogħla;

livell komparativ tal-impiegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendi;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf).

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

Is-16 ta' Frar, 2024

MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAGħ, IR-RIČERKA U L-INNOVAZZJONI

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

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaq, 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, Taħriġ Inizjali u Żvilupp Professjonal Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1.1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaq, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-pożizzjoni

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;

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf).

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

16th February, 2024

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

ta' Edukatur ghall-Adulti fuq baži part-time fil-Ministeru ghall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Ričerka u l-Innovazzjoni, fuq perjodu definit fuq baži part-time, kif u meta jkun mehtieġ.

1.2. L-applikanti jistgħu japplikaw għall-pożizzjoni ta' Edukatur ghall-Adulti fuq baži part-time f'wieħed jew aktar mis-suġġett/i/qasam/oqsma li jidhru hawn taħt:

1. English Introductory (Essential)
2. English Language (MQF Level 1, MQF Level 2, Revision SEC, Advanced)
3. English Foreign Language (Introductory, MQF Level 1, MQF Level 2)
4. Maltese Introductory (Essential)
5. Maltese Language (MQF Level 1, MQF Level 2, Revision SEC, Advanced)
6. Maltese Foreign Language (Introductory, MQF Level 1, MQF Level 2)

Tul tal-Assenjament u Kundizzjonijiet

2.1. Persuna magħżula tīgi ingaġġata bħala Edukatur ghall-Adulti fuq baži part-time fil-Ministeru ghall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Ričerka u l-Innovazzjoni. Dan l-ingaġġ ikun fuq baži ta' kuntratt definit għal sena (1) jew anqas, li jista' jiġi mġedded għal perjodi oħra.

2.2. Il-pożizzjoni ta' Edukatur ghall-Adulti fuq baži 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 tkomplija ta' biċċa xogħol spċificika, għaldaqstant dan jikkostitwixxi raġuni oggettiva, il-pożizzjoni ta' Edukatur ghall-Adulti fuq baži 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 baži part-time għal numru ta' siegħat fil-ġimgħa, liema numru ta' siegħat jiġi determinat qabel il-bidu tas-sena skont in-numru ta' applikanti li jkunu applikaw biex jattendu għall-korsijet għall-adulti u/jew l-esiġenzi oħra li jistgħu jinqlaqha/jinbidlu minn żmien għal żmien.

2.5. Il-proviżjonijiet relatati dwar il-benefiċċi u entitlements skont kif imniżżla fil-Public Service Management Code bħal vacation leave u leave tal-mard, fil-każ ta' part-timers, huma fuq baži pro rata. Il-vacation leave jrid jittieħed matul il-btajjal stipulati mid-Direttorat.

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

2.7. Id-Direttorat għall-Research Lifelong Learning and Employability (DRLLE) fi ħdan MEYR joffri hafn korsijet,

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:

1. English Introductory (Essential)
2. English Language (MQF Level 1, MQF Level 2, Revision SEC, Advanced)
3. English Foreign Language (Introductory, MQF Level 1, MQF Level 2)
4. Maltese Introductory (Essential)
5. Maltese Language (MQF Level 1, MQF Level 2, Revision SEC, Advanced)
6. Maltese Foreign Language (Introductory, MQF Level 1, MQF Level 2)

Duration of Assignment and Conditions

2.1. A 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 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 Research, Lifelong Learning and Employability (DRLLE) within MEYR offers several

f'hinijiet differenti tal-ġurnata, mit-Tnejn sas-Sibt, u f'postijiet differenti f'Malta u Ĝħawdex u wkoll online. Skedi ta' hinijiet differenti ta' korsijiet għall-adulti japplikaw biex jiżguraw li l-bżonnijiet kollha ta' min qed jitgħalleml jintlaħqu.

2.8. Biex din il-pożizzjoni tiġġedded, l-Edukaturi għall-Adulti fuq baži part-time kollha ingaġġati huma mistennija jattendu minimu ta' tħax (12) il-siegħa ta' žvilupp professjonali, kull sena, fl-oqsma relatati mal-edukazzjoni tal-adulti jew is-suġġett rilevanti, bħala parti mill-programm ta' Induzzjoni mingħajr rimunerazzjoni jew kumpens. Iċ-ċertifikati għandhom jiġu ppreżentati lid-DRLLE bħala evidenza. Jekk dan ir-rekwizit ma jiġix sodisfatt, il-kuntratt tiegħek jista ma jiġġeddedx.

2.9. Edukaturi għall-Adulti fuq baži part-time huma mistennija li jużaw il-laptops tagħhom stess għat-thejjija u t-twassil tal-kompli assenjati tagħhom.

2.10. L-edukaturi jistgħu jintalbu jgħallmu lill-adulti wiċċi imb wiċċi u online permezz ta' għodod ta' vidjokonferenzi (Microsoft Teams)..

Salarju Marbut mal-Pożizzjoni

3. Edukatur għall-Adulti fuq baži part-time jithallas bir-rata ta' €20.00 fiss-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-hin għall-preparazzjoni, korrezzjonijiet, valutazzjoni, żamma tar-rekords, feedback, laqgħat mal-maniġment, hin ta' kuntatt fil-klassijiet tal-edukazzjoni għall-adulti, u kwalunkwe dmir ieħor relatat. M'hemm l-ebda rimborż addizzjonali għall-ivvjaggar lejn u mill-post.

Dmirijiet

4. Id-dmirijiet għal din il-pożizzjoni ta' Edukatur għall-Adulti fuq baži part-time jinkludu li:

- i. Jgħallem is-suġġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ipprovdut mid-Direttorat;
- ii. Jiffamiljarizza mal-istratgeġja tad-Direttorat u jagħti sehem fil-kunċett ta' žvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' tagħlim tul il-ħajja;
- iii. Jassisti fl-implementazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, skema u rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma' ħidma maħħtura;
- iv. Jipparteċipa b'mod attiv f'taħrifg kontinwu u tagħlim organizzat mid-Direttorat;

v. Jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-Ufficijal Edukattiv u l-Kordinatur tal-Programm għall-

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 a minimum of twelve (12) professional development hours, annually, in the areas related to adult education or the relevant subject, as part of the Induction programme without remuneration or compensation. Certificates must be presented to DRLLE as evidence. If this requirement is not fulfilled, your contract may not be renewed.

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 and online through video conferencing tools (Microsoft Teams).

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 provided by the Directorate;
- ii. Familiarises oneself with the strategy 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 providing necessary statistics, scheme and record of work, and other information requested related to appointed tasks;
- iv. Actively participates in on-going training and learning opportunities organised by the Directorate;
- v. Contributes to the development of courses by working closely with the Education Officer and Adult Education

Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' tagħlim tal-kors, tar-riżorsi u tal-ghodda ta' assessjar;

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

vii. Jassisti lill-Uffiċċjal Edukattiv 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 qeqħdin jitgħallmu u jżomm rekord tax-xogħol professionali li jkun qed isir;

x. Jaħdem mill-qrib t'edukaturi oħra għall-adulti involuti fit-tagħlim ta' korsijsi simili sabiex jinstabu mezzi effettivi biex:

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

ii. Jippermetti li l-adulti li qed jitgħallmu jidtentifikaw u jissodisfaw ħtiġiġiet 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 cittadini;

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

xiii. Iwettaq dmiriġiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;

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

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanent Ewljeni.

L-edukaturi jistgħu jintalbu biex jgħallmu lill-adulti kemm fizikament fiċ-ċentri tat-tagħlim u kif ukoll online permezz ta' ghodod ta' video conferencing (Microsoft Teams).

Aktardettalji jistgħu jinkisbu mis-sit (<https://lifelonglearning.gov.mt/>) jew bit-telefown 2598 2397 jew tikkuntatja lid-DRLLE fuq l-email: [\(lifelonglearning@gov.mt\)](mailto:lifelonglearning@gov.mt)

Programme Coordinator in developing the learning outcomes of the course, resources and assessment tools;

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

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

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. Ensures that 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; and

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

Educators may be requested to teach adults face-to-face and online through video conferencing tools (Microsoft Teams).

Further details may be obtained from the website (<https://lifelonglearning.gov.mt/>) or by telephone number 2598 2397 or contact DRLLE by email: [\(lifelonglearning@gov.mt\)](mailto:lifelonglearning@gov.mt)

Rekwiziti tal-Eligibbiltà

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

- i. a. cittadini ta' Malta; jew
 - b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħa ta' legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
 - c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
 - d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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
 - e. cittadini 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 Žmien Twil (Cittadini 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-Enerġija Atomika'.
- Għandu jintalab il-parir tat-Taqsima taċ-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 teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.
- ii. kapaci jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliżja;
- 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. able to communicate in the Maltese and English language;

iii. fil-pusess ta' degree ta' Baċċellerat rikonoxxuta fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 ECTS/ECVET krettu, jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalihi, jew kwalifika komparabbi. L-applikanti għandhom ukoll, ikollhom esperjenza bħala Edukatur u sena (1) ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

iv. f'każ li ma jkunx hemm applikazzjonijiet minn ufficjali eleġibbli skont il-paragrafu 5.1 (iii) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu succcess, l-eligibbiltà tkun estiża wkoll għall-applikanti fil-pusess ta' kwalifika rikonoxxuta fil-Livell 5 tal-MQF (suġġett għal minimu ta' 30 ECTS/ECVET krettu, jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalihi, jew kwalifika komparabbi. L-applikanti għandhom ukoll, ikollhom minimu ta' sentejn (2) esperjenza bħala Edukatur u tliet (3) snin ta' prattika professjonali/esperjenza ta' xogħol ippruvata fil-qasam applikat, jekk applikabbli;

v. f'każ li ma jkunx hemm applikazzjonijiet minn ufficjali eleġibbli skont il-paragrafu 5.1 (iii) u (iv) hawn fuq u/jew fin-nuqqas li ma jkunx hemm numru biżżejjed ta' applikanti li jiksbu succcess, l-eligibbiltà tkun estiża wkoll għall-applikanti fil-pusess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 ECTS/ECVET krettu, jew ekwivalenti*) fis-suġġett/qasam li qed japplikaw għalihi, jew kwalifika komparabbi. L-applikanti għandhom ukoll, ikollhom minimu ta' tliet (3) snin esperjenza bħala Edukatur u minimu ta' 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 eleġibbli 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 succcess, l-eligibilità għandha tiġi estiża għal applikanti li għandhom ħames (5) snin esperjenza bħala Edukatur li jgħallmu l-qasam/suġġett li qed japplikaw għalihi, jew tliet (3) snin bħala għalliema full-time bil-warrant, jew għaxar (10) snin ta' prattika professjonali/esperjenza ta' xogħol fil-qasam li għaliha saret l-applikazzjoni.

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

Ufficjali pubblici 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 irrisspettivament 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

iii. in possession of a recognised Bachelors degree at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*), in the subject/area applied for or a comparable qualification. Applicants should also, have experience as an Educator and 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 two (2) years experience as an Educator and 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 three (3) years experience as an Educator and a minimum 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 five (5) years experience as an Educator teaching the subject/area applied for, or three (3) years as full-time warranted teacher, or ten (10) 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 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.

5.2.(i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs

specifikata fil-paragrafi 5.1(iii),(iv) u (v) jew kif indikat f'paragrafu 3.1 tad-dispozizzjoni jiet generali (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 kwalifika. Il-persuni mahtura jridu jid-ġib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintla haqx, 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 oħħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess 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-rekwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjoni jiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

5.3. L-applikazzjonijiet jiġu kkunsidrati wkoll minn kandidati li huma čittadini ta' paxji terzi u li ma jissodisfawx il-kriterji msemmija f'paragrafi 5.1(i), dment li jissodisfaw ir-rekwiziti msemmija f'paragrafi 5.1 (ii) sa 5.2. Il-ħatra ta' dawn il-kandidati teħtieġ permess tax-xogħol mogħiġi skont ir-Regolamenti tal-Permess Uniku (Legiżlazzjoni Sussidjarja 217.17, tal-Ligijiet ta' Malta) kif ukoll li tkun tista' tissodisfa l-kundizzjonijiet l-oħra kollha ta' dħul fit-territorju Schengen. Kull proċess isir b'mod indipendenti u suġġett għall-ipproċessar ta' diligenza dovuta mill-awtoritajiet kompetenti Maltin. L-applikanti li jonqsu milli jissodisfaw dawn ir-rekwiziti fi żmien (6) sitt xhur mid-data tal-gheluq tas-sejħa għall-applikazzjoni jiġu skwalifikati mill-proċess tal-ghażla.

5.4. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat 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-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal ta' Reklutagg tal-Edukazzjoni (<https://edurecruitment.gov.mt>).

5.1 (iii), (iv) and (v) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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).

5.3. Applications will also be considered from candidates who are third country nationals and do not satisfy the criteria set out in paragraph 5.1(i), provided that they satisfy the requirements stated in paragraphs 5.1 (ii) to 5.2. The appointment of such candidates would necessitate a work permit granted in line with the Single Permit Regulations (Subsidiary Legislation 217.17, of the Laws of Malta) as well as being able to fulfil all other conditions of entry into the Schengen territory. Each process is carried out independently and subject to due diligence processing by the competent Maltese Authorities. Applicants who fail to satisfy these requirements within (6) six months from the closing date of the call for applications will be disqualified from the selection process.

5.4. 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 Education Recruitment Portal (<https://edurecruitment.gov.mt>).

6.2. Id-dokumenti originali għandhom, mingħajr ecċeżżjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

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

7.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 sa 5.4, għandhom Warrant Permanent ta' Ghalliem u/jew kwalifikasi ta' taħriġ għall-ġħalliema u/jew esperjenza ta' xogħol relevanti u ppurvata.

7.3. Kandidat magħżul li japplika skont it-termini ta' paragrafi 5.1(iii) t'hawn fuq, jitqiegħed f'ordni tal-mertu msejħha Kategorija A. Dawk li jkunu qed japplikaw skont termini ta' paragrafi 5.1(iv) jitqiegħdu f'ordni tal-mertu msejħha Kategorija B u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(v) jitqiegħdu f'ordni tal-mertu msejħha Kategorija Ċ, u dawk li jkunu qed japplikaw skont it-termini ta' paragrafi 5.1(vi) jitqiegħdu f'ordni tal-mertu msejħha Kategorija D.

7.4. Il-kandidati magħżulin, li japplikaw skont it-termini ta' paragrafi 5.1(iii) t'hawn fuq, jingħataw preferenza fuq kandidati magħżulin li japplikaw skont it-termini ta' paragrafi 5.1 (iv) t'hawn fuq u dawn tal-ahħar, fil-każ tagħhom, jingħataw preferenza fuq applikanti magħżulin li japplikaw skont termini ta' paragrafi 5.1(v) hawn fuq u dawn tal-ahħar, 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 taħt paragrafi 5.1(iv), (v) u (vi) jiġu kkunsidrat biss la darba l-ordni tal-mertu ta' Kategorija A li hemm referenza għaliha f'paragrafu 7.3, tkun qiet 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 sejjoni 5.1, u paragrafi 7.3 u 7.4. Il-lista tar-riżultati tibqa' valida għal sentejn

(2) mid-data tal-pubblikkazzjoni 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,

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 5.4, 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 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) years 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

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 jgħalleml. Għandhom jindikaw ukoll jekk humiex disponibbli biex jgħallmu filgħodu u/jew filgħajnejha u f'Malta u/jew ġħawdex. Din l-informazzjoni għandha tkun inkluża fit-taqsimha msejħha: 'Imjieg Mixtieq'. Ic-CV tal-Eurpass tista' titniżżejj minn (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

8.2. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaq, ir-Ričerka u l-Innovazzjoni, permezz tal-Portal ta' Reklutagg tal-Edukazzjoni online **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproċu certifikat 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 it-Tnejn, 4 ta' Marzu, 2024. Ittra elettronika ggħġenerata mill-kompijuter tintbagħħat bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn ifsel.

8.3. Hija r-responsabbiltà tal-applikanti li ma jħallux sal-ahħar mument biex jissottemmettu l-applikazzjoni tagħhom.

8.4. Applikazzjonijiet li jaslu wara d-data u l-ħin tal-gheluq (i.e. applikazzjonijiet tard) ma jīgħix aċċettati.

8.5. Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Generali Ohra

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

benefiċċi applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell ogħla; livell komparattiv tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; pubblikazzjoni tar-riżultat;

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 (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 Monday, 4th March, 2024. 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 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; renouncement of pending applications; publication of the result;

eżami mediku;
procéss sabiex tiġi sottomessa petizzjoni dwar ir-rizultat;
acċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf).

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

Is-16 ta' Frar, 2024

**MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŽGHAZAGħ, IR-RIČERKA U L-INNOVAZZJONI**

**Post ta' Assistant Manager fil-Ministeru
għall-Edukazzjoni, l-Isport, iż-Žgħażagħ,
ir-Ričerka u l-Innovazzjoni**

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

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażagħ, ir-Ričerka 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 jīmxi mal-Ligi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutaġġ, Taħriġ Inizjali u Żvilupp Professjonal Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażagħ, ir-Ričerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Assistant Manager fil-Logistics Unit fl-Uffiċċju tas-Segretarju Permanenti fi ḥdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Žgħażagħ, ir-Ričerka 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'succes kors t'induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3. Is-salarju ta' Assistant Manager, li jidħol fil-grad bir-rekwiziti tal-eligibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa' massimu ta' €23,360.00.

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).

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

16th February, 2024

**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 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 an Assistant Manager in the Logistics Unit in the Office of the Permanent Secretary 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 2024 is equivalent to €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4. Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) fis-sena 2024 wara tliet (3) snin servizz bhala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

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

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

Dmirijiet

3. Id-dmirijiet ta' Assistant Manager fil-Logistics Unit fi ħdan id-Dipartiment tal-People Management jinkludu:

i. Jassisti lill-Line Manager fit-tmexxija tal-Unit billi jiprovd informazzjoni f'waqtha u preciża u jagħti pariri xierqa kif meħtieg;

ii. Jassisti fil-kumpilazzjoni tal-abbozzar ta' tender, jiforma parti mill-kumitat ta' evalwazzjoni u jimmonitorja l-eżekuzzjoni ta' tenders relatati mal-Logistics Unit;

iii. Jassisti fit-twettiq ta' regoli inkluż l-ippjanar operattiv u jwettaq riċerka kif jista jkun meħtieg;

iv. Jassisti lill-Line Manager b'kompiti relatati mal-Fondazzjoni responsabli għall-bini ta' skejjel, biex jassisti fit-transferment ta' għarfien u informazzjoni meħtiega mill-fondazzjoni fir-rigward ta' kwistjonijiet edukattivi li jinfluwenzaw id-disinn, il-bini, l-istrutturi, u s-servizzi.

v. Jassisti fil-komunikazzjoni mal-kulleggi u facilitajiet edukattivi rigward l-ippjanar ta' progetti infrastrutturali u jassisti fl-iżvilupp ta' pjan infrastrutturali;

vi. Jassisti biex jinħolqu rapport u pjanti rigward pjanijiet ta' progetti fir-rigward ta' progetti infrastrutturali u ġbir ta' rapporti kif ornat mill-line manager tagħhom;

vii. Jassisti biex jiġi segwit il-progress ul-implementazzjoni tal-progetti infrastrutturali edukattivi;

2.4. An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

Duties

3. The duties of an Assistant Manager in the Logistics Unit within the People Management Department include:

i. Assist the Line Manager in the management of the Unit by providing timely and accurate information and tendering appropriate advice as required;

ii. Assisting in tender drafting, forming part of the evaluation committee and monitoring the execution of tenders related with the Logistics Unit;

iii. Assist in operational planning and carry out research as may be required;

iv. Assisting the line manager with tasks related to the Foundation responsible for the building of schools, to assist in facilitating the transfer of knowledge and information needed by the foundation with regards to educational matters that influence design, building, structures, and services.

v. Assisting in liaising with the colleges and educational facilities regarding the planning of infrastructural projects and supports in the development of an infrastructural masterplan;

vi. Assisting in the drafting of project briefs and building layouts with respect to infrastructural projects and compiling of report as directed by their line manager;

vii. Supporting in the monitoring of the progress and implementation of educational infrastructural projects;

viii. Kwalunkwe kompitu iehor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieg; u

ix. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

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

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajiż iehor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' pajiżi 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 (Cittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-listess regolamenti, flimkien mal-membri tal-familja ta' cittadini ta' pajiżi terzi li jkunu nghataw 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' Cittadini 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-Enerġija Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtiega skont l-Att dwar l-Immigrazzjoni u

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

ix. 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.

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

legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

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

iii. a. fil-pucess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Construction Engineering jew Construction Engineering (Civi Engineering) jew Spatial Design jew Business Enterprise jew Project Management jew Management and Logistics jew Supply Chain Management jew Occupational Health and Safety jew f'oqsma rilevanti kif determinat mill-maniġment;

JEW

b. fil-pucess ta' Diploma rikonoxxuta komparabbli fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Construction Engineering jew Construction Engineering (Civil Engineering) jew Spatial Design jew Business Enterprise jew Project Management jew Management and Logistics jew Supply Chain Management jew Occupational Health and Safety jew f'oqsma rilevanti kif determinat mill-maniġment;

JEW

c. (i) fil-pucess 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 Malti jew Ingliz jew Matematika jew Economics jew Information Technology jew Design and Technology jew Sociology jew Philosophy jew Technical Design) jew kwalifika komparabbli pertinenti rikonoxxuta.

JEW

(ii) fil-pucess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti: Accountancy jew Malti jew Ingliz jew Matematika jew Economics jew Information Technology jew Design and Technology jew Sociology jew Philosophy jew Technical Design)

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

Uffiċjali pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħħhom, 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 possibbi.

and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

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

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Construction Engineering or Construction Engineering (Civil Engineering) or Spatial Design or Business Enterprise or Project Management or Management and Logistics or Supply Chain Management or Occupational Health and Safety 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 Construction Engineering or Construction Engineering (Civil Engineering) or Spatial Design or Business Enterprise or Project Management or Management and Logistics or Supply Chain Management or Occupational Health and Safety 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 Maltese or English or Mathematics or Economics or Information Technology or Design and Technology or Sociology or Philosophy or Technical Design) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: Accountancy or Maltese or English or Mathematics or Economics or Information Technology or Design and Technology or Sociology or Philosophy or Technical Design)

*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 rikonnoxxta fil-Livell 4 tal-MQF (kwalifika jew żewġ sugġetti fil-Livell Avvanzat flimkien ma' tliet sugġetti fil-Livell Intermedju tal-Matrikola jew fil-pussess ta' tliet (3) sugġetti fil-Livell Avvanzat, jew kwalifika rikonoxxuta komparabbi), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu 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-kwalifikasi 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 oħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-gheluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l ifsel).

4.3. Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (iii) (a) sa 4.1 (iii) (c) 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-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat tal-kondotta mahruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti oħra mhux aktar minn xħar (1) qabel id-data tal-applikazzjoni u jiddikjaraw jekk qatt kinux fis-Servizz tal-Gvern, u jagħtu d-dettalji.

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. (iii) (a) to 4.1 (iii) (c) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4. 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 Office 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.

Sottomissjoni ta' Dokumentazzjoni

5.1. Il-kwalifikasi 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 ta' Reklutagg tal-Edukazzjoni (<https://edurecruitment.gov.mt>).

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

Proċeduri tal-Ġhażla

6.1. L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt ghall-post. Il-marka massima ġħal dan il-proċess tal-ġhażla 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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1. L-applikazzjonijiet għandhom jiġu sottomessi, ghall-attenzjoni tal-Ministru għall-Eduskazzjoni, l-Isport, iż-Żgħażaq, ir-Ričerka u l-Innovazzjoni, permezz tal-online tal-Portal ta' Reklutagg tal-Edukazzjoni **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipprodu 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar it-Tnejn, 4 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-komputer tintbagħha bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4. Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet ġenerali Ohra

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

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 4.4, 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 (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 Monday, 4th March, 2024. 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 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

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

benefiċċi applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifik; kwalifik f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendent; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf).

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

Is-16 ta' Frar, 2024

**MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAGħ, IR-RIČERKA U L-INNOVAZZJONI**

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

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil

Il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, 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-reklutagg, l-MEYR jimxi mal-Ligi Sussidjarja 327.546 (Regolamenti tal-2016 dwar ir-Reklutagg, Taħriġ Inizjali u Żvilupp Professjonal Kontinwu u Protezzjoni ta' Minorenni fl-Edukazzjoni Obbligatorja).

1. Is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni jilqa' applikazzjonijiet għall-post ta' Manager II fil-Logistics Unit fl-Uffiċċju tas-Segretarju Permanenti fi ħdan il-Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni.

Termini u Kundizzjonijiet

2.1. Din il-ħatra hija sugħġetta 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf).

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

16th February, 2024

**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 a Manager II in the Logistics Unit in the Office of the Permanent Secretary within 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

mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3. Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2024 huwa ta' €28,855.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €32,043.00.

2.4. Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204.00 fis-sena 2024) wara tliet (3) snin servizz bhala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5. Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħi minn żmien għal żmien.

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

2.7. Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

Dmirijiet

3. Id-dmirijiet ta' Manager II fil-Logistics Unit fl-Uffiċċċu tas-Segretarju Permanenti jinkludu:

i. Jmexxi b'mod effettiv u effiċċenti, l-operat ta' kuljum tal-Unit billi jwettaq riforma strutturali u riorganizzattiva;

ii. Jiżgura l-konformità mal-leġiżlazzjoni, ir-regoli u r-regolamenti kollha pertinenti inkluži, iżda mhux limitati għal, dawk relatati mal-ambjent u s-saħħha u s-sigurtà;

iii. Jiżgural-applikazzjoni tal-ahjar prattiki fil-ġestjoni tas-sit u jiżgura t-twettiq f'waqtu tal-kompeti ta' manutenzjoni kif meħtieġ mill-line manager tiegħu;

iv. Jżomm rekords kif xieraq u jikkontribwixxi għat-thejjija ta' stimi finanzjarji, pjanijiet ta' negozju, rapporti annwali u ta' żmien inkluża l-identifikazzjoni ta' azzjoni meħtieġ;

v. Jikkoordina ppjanar relatati mal-implementazzjoni ta' proġetti ġoddha meħtieġa mill-MEYR inkluž il-kollegament mal-Kulleggi u l-Faċilitajiet Edukattivi fir-rigward tal-ippjanar ta' proġetti infrastrutturali, li joħorġu minn xejriet ta' bidliet fil-popolazzjonijiet tal-istudenti u htigijiet infrastrutturali li jirriżultaw mill-progress edukattiv;

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 2024 is €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00.

2.4. A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204.00 in 2024) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5. 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 subject to Central Administration's policies in force from time to time.

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

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

Duties

3. The duties of a Manager II in the Logistics Unit in the Office of the Permanent Secretary include:

i. Manages structural and reorganizational transformation to effectively and efficiently oversee the Unit's daily activities;

ii. Ensures conformity according to the legislation, rules and regulations including, but not limited to, those relating to the environment and health and safety;

iii. Provides the best practice in site management and ensures timely execution of maintenance tasks as required by his line manager;

iv. Holds records and contributes to the preparation of financial estimates, business plans, annual and term reports including identification of action required;

v. Oversee and plan the new project as requested by MEYR. This includes communicating with colleges and educational facilities regarding the planning of infrastructure projects, which derive from inclinations in shifts of student populations and infrastructural needs resulting from educational progress;

- vi. Jispezzjona l-bini fuq baži regolari biex jiddetermina kwalunkwe īnsa, tiswija jew manutenzjoni li huma meħtieġa;
- vii. Jgħin lill-Assistent Direttur Logistika rigward proċeduri ta' akkwist u ħruġ ta' fondi;
- viii. Jippjana, jikkoordina u jimmonitorja l-programmi ta' manutenzjoni u tindif f'sit/i spēċifiċi li jaqgħu taħt il-MEYR u jiżgura li s-sit/i jkun/huma miżmura tajjeb f'kull īn u jimminimizza t-tfixxil waqt l-ogħla ħinijiet ta' żjarat;
- ix. Jiġġestixxi r-riżorsi tas-sit, inkluži r-riżorsi umani, it-tagħmir u l-konsumabbi, bl-aktar mod effettiv u effiċċenti;
- x. Jipprovd i-tmexxija lill-persunal inkluži s-superviżjoni, it-taħrif, l-evalwazzjoni tal-prestazzjoni, id-dixxiplina u d-delegazzjoni tal-awtorità;
- xi. Jikkoordina l-ippjanar u l-implimentazzjoni tal-proġetti meħtieġa mill-Ministeru u l-entitajiet u jfassal estimi tal-ispejjeż tal-manutenzjoni;
- xii. Jżomm rekords xierqa u jikkontribwixxi għall-preparazzjoni ta' stimi finanzjarji, pjanijet ta' negozju, rapporti annwali u ta' zmien u kwalunkwe rapport ieħor li jista' jintalab;
- xiii. Jwettaq dmirrijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekiżi ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti meħtieġ;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.
- Rekwiziti tal-Eligibbiltà**
- 4.1. Sal-ħin u d-data tal-ġeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:
- i. a. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew
- c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugwali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew
- vi. Carry out inspections on a regular basis to determine any faults, repairs or maintenance that are required;
- vii. Assists the Assistant Director Logistics regarding procurement procedures and disbursement of funds;
- viii. Plans, coordinates and monitors maintenance and cleaning programmes at specific site/s that fall under MEYR and ensures that the site/s is/are well-maintained at all times and minimises disruption during peak visiting times;
- ix. Oversees in the most effective and efficient manner the site resources, including human resources, equipment and consumables;
- x. Provides leadership to the staff including supervision, training, performance evaluation, discipline and delegation of authority;
- xi. Coordinates the planning and implementation of projects required by the Ministry and entities and draws up estimates of maintenance costs;
- xii. Maintains proper records and contributes to the preparation of financial estimates, business plans, annual and term reports and any other reports which may be requested;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- 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 ugħali daqs cittadini 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-legiżlazzjoni tal-UE u dispożizzjonijiet ta' traktati msemmija hawn fuq; jew

e. cittadini ta' pajiżi 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 (Cittadini 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' pajiżi 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-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-Čittadinanza 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 teħtieg il-ħruġ ta' licenza tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

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

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew-ekwivalenti*) fil-High Performance Buildings jew Project Management jew Business Administration jew Logistics and Supply Chain Management jew Management jew Strategic Management jew Commerce jew Social Policy jew Accounting jew Economics jew Public Policy jew ikollhom kwalifika professjoni rikonoxxuta komparabbli fil-Livell 7 tal-MQF f'Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija acċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tīgħi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħtija

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 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 Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in High Performance Buildings or Project Management or Business Administration or Logistics and Supply Chain Management or Management or Strategic Management or Commerce or Social Policy or Accounting or Economics or Public Policy or a recognised comparable professional qualification a MQF Level 7 in Accountancy or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to a MQRIC formal Masters recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than

qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbi ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubblici 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'pozizzjoni definita, iżda jistgħu japplikaw għal grad/pozizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le.. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-ġħeluq tas-sejħha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipprodu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbi għal din is-sejħha 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 spċifikata fil-paragrafu 4.1 (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-ġhoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza ma tintla haqx, il-ħatra, għal din ir-raġuni, tīgi awtomatikament terminata.

4.4. L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu certifikat tal-kondotta mahruġ 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.

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. 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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4. 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 Office 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.

Sottomissjoni ta' Dokumentazzjoni

5.1. Il-kwalifikasi 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 ta' Reklutagg tal-Edukazzjoni (<https://edurecruitment.gov.mt>).

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

Proċeduri tal-Ġhażla

6.1. L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ġhażla 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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1. L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tal-Ministru għall-Eduskazzjoni, l-Isport, iż-Żgħażaq, ir-Ričerka u l-Innovazzjoni, permezz tal-online tal-Portal ta' Reklutagg tal-Edukazzjoni **biss** (<https://edurecruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipprodu 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar it-Tnejn, 4 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-komputer tintbagħha bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn ifsel.

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

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

7.4. Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Generali Ohra

8. Dispożizzjonijiet generali ohra dwar din is-sejħa 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 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 4.4, 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 (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 Monday, 4th March, 2024. 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 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

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

benefiċċi applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifik; kwalifik f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendent; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat; accċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu accċessati minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf).

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

Is-16 ta' Frar, 2024

**MINISTERU GħAS-SAĦHA
U L-ANZJANITÀ ATTIVA**

Pozizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse fis-Servizz Pubbliku ta' Malta

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

1. Is-Segretarju Permanent (Saħħa) u Is-Segretarju Permanent (Anzjanitā Attiva) jilqgħu applikazzjonijiet għall-pożizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse fis-Servizz Pubbliku ta' Malta.

Tul tal-Assenjament u Kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjament ta' tliet (3) snin bħala Staff Nurse/Psychiatric Mental Health Nurse fis-Servizz Pubbliku ta' Malta, li jistà jigi mġedded għal perjodi oħra.

2.2 Il-pożizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse hija suġġetta għal perjodu ta' prova ta' sena (1) jekk appuntat b'Degree fin-Nursing/Mental Health Nursing (Skala 10) u għal perjodu ta' sitt (6) xhur jekk appuntat b'Diploma fin-Nursing/Mental Health Nursing (Skala 12).

2.3 Peress li din hi pozizzjoni preskritta, il-pożizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse tikkostitwixxi ragħuni oġġettiva li taqa' taħt Regolament 7(4) tal-Liġi

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf).

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

16th February, 2024

MINISTRY FOR HEALTH AND ACTIVE AGEING

Position of Staff Nurse/Psychiatric Mental Health Nurse in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Health) and The Permanent Secretary (Active Ageing) invite applications for the position of Staff Nurse/Psychiatric Mental Health Nurse in the Malta Public Service.

Duration of Assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Staff Nurse/Psychiatric Mental Health Nurse in the Malta Public Service, which may be renewed for further periods.

2.2 The position of Staff Nurse/Psychiatric Mental Health Nurse is subject to a probationary period of one (1) year if appointed with a Degree in Nursing/Mental Health Nursing (Scale 10) and for a period of six (6) months if appointed with a Diploma in Nursing/Mental Health Nursing (Scale 12).

2.3 Since this is a position time-barred, the position of Staff Nurse/Psychiatric Mental Health Nurse constitutes an objective reason which falls under Regulation 7(4) of

Sussidjarja 452.81 intitolat u għaldaqstant dan jikkostitwixxi raguni oggettiva skont ir-'Regolamenti dwar Kuntratti ta' Servizz għal Żmien Fiss'.

Salarju Marbut mal-Pożizzjoni

3.1 Is-salarju ta' Staff Nurse/Psychiatric Mental Health Nurse bid-Diploma f'Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €23,360.00

Persuna fil-grad ta' Staff Nurse/Psychiatric Mental Health Nurse (bid-Diploma) titla' minn Skala ta' Salarju 12 għal Skala ta' Salarju 10 (li fis-sena 2024 hu €24,085.98 x €407.67 - €26,532.00 fis-sena) wara tliet (3) snin servizz fil-grad jekk tkun qdiet dmirha b'mod sodisfaċenti.

Persuna fil-grad ta' Staff Nurse/Psychiatric Mental Health Nurse (bid-Diploma) titla' minn Skala ta' Salarju 10 għal Skala ta' Salarju 9 (li fis-sena 2024 hu €25,589.02 x €447.33 - €28,273.00 fis-sena) suġġett għall-kisba tal-warrant relevanti biex tipprattika U mat-tlestija ta' ġumes (5) snin ekwivalenza shiħa ta' servizz sodisfaċenti fil-grad.

Staff Nurse/Psychiatric Mental Health Nurse bid-Diploma li jiksbu Degree BSc. fin-Nursing/Mental Health Nursing fil-Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti), jew 1-ekwivalenti tagħha kif iddeterminat mill-Management, matul il-kors tal-impieg tagħhom, huma immedjata ħamra imqiegħda fi Skala 10 u mbagħad jitilgħu għal Skala 9 wara sentejn (2) bid-Degree jew ġumes (5) snin servizz fil-klassi u lkisba tal-warrant, skond liema jiġi l-ewwel.

3.2 Is-salarju għall-Pożizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse bil-BSc (Nursing) degree f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti), jew 1-ekwivalenti tagħha hekk kif jiġi ddeterminat mid-Dipartiment tas-Saħħha, wara konsultazzjoni mal-Kunsill tal-infermiera u l-Qwiebel (Malta), huwa Skala ta' Salarju 10, li fis-sena 2024 hu €24,085.98 fis-sena, li jiżdied b'€407.67 fi-sena sa massimu ta'

€26,532.00

Persuna fil-grad ta' Staff Nurse/Psychiatric Mental Health Nurse (bid-Degree) titla' minn Skala ta' Salarju 10 għal Skala ta' Salarju 9 (li fis-sena 2024 hu €25,589.02 x €447.33 - €28,273.00 fis-sena) wara sentejn (2) servizz bħala Staff Nurse (bid-Degree) fi Skala 10, jekk tkun qdiet dmirha b'mod sodisfaċenti..

3.3 Staff Nurse/Psychiatric Mental Health Nurse li minbarra r-rekwiziti msemmija fil-paragrafu 3.1 jew fil-paragrafu 3.2, għandha fil-pussess tagħha postgraduate

Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'.

Salary Pegged to the Position

3.1 The salary for the position of Staff Nurse/Psychiatric Mental Health Nurse with Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) is Salary Scale 12, which in the year 2024 is equivalent to €21,236.00 per annum, rising by annual increments of €354 up to a maximum of €23,360.00

A Staff Nurse/Psychiatric Mental Health Nurse (with Diploma) will progress from Salary Scale 12 to Salary Scale 10 (which in the year 2024 is €24,085.98 X €407.67 - €26,532.00 per annum) on completion of three (3) years service in the grade, subject to satisfactory performance.

A Staff Nurse/Psychiatric Mental Health Nurse (with Diploma) shall progress from Salary Scale 10 to Scale 9 (which in the year 2024 is €25,589.02 X €447.33 - €28,273.00 per annum), subject to the attainment of the relevant warrant to practice AND completion of five (5) years whole time equivalence of satisfactory service in the grade.

Staff Nurses/Psychiatric Mental Health Nurses with Diploma who obtain a BSc. Nursing/Mental Health Nursing Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent), or its equivalent as determined by Management, during the course of their employment, are immediately placed in Scale 10 and then progress to Scale 9 after two (2) years with Degree or five (5) year service in the class and attainment of warrant, whichever comes first.

3.2 The salary for the position of Staff Nurse/Psychiatric Mental Health Nurse in possession of a BSc Nursing/Mental Health Nursing degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or its equivalent as determined by the Department of Health, following the consultation with the Council of Nurses and Midwives (Malta), is in Salary Scale 10, which in the year 2024 is €24,085.98 per annum rising by annual increments of €407.67 up to a maximum of €26,532.00 per annum.

A Staff Nurse/Psychiatric Mental Health Nurse (with Degree) will progress from Salary Scale 10 to Salary Scale 9 (which in the year 2024 is €25,589.02 X €447.33 - €28,273.00 per annum) on completion of two (2) years service as Staff Nurse/Psychiatric Mental Health Nurse (with Degree) in Salary Scale 10 subject to satisfactory performance.

3.3 A Staff Nurse/Psychiatric Mental Health Nurse who in addition to requirements stated in paragraph 3.1 or paragraph 3.2 is in possession of an appropriate postgraduate Masters'

Masters Degree xierqa fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 ECTS/ECVET krediti jew ekwivalenti*), jew Dottorat fil-Livell 8 tal-MQF għandu jitpoġġa immedjatament fi Skala ta' Salarju 8 (li fis-sena 2024 hu €27,179.02 x €486.83 - €30,100.00 fis-sena) bħala Staff Nurse/Psychiatric Mental Health Nurse.

3.4 Qed jiġi nnutat li s-salarju marbut mal-post ta' Staff Nurse/Psychiatric Mental Health Nurse hu supplimentar b'allowances hekk kif spċifikat fil-ftehim settorali fis-seħħi iffirmat bejn il-Gvern ta' Malta u l-Union ta' Malta għall-Qwiebel u Infermiera.

Dmirijiet

4.1 Id-dmirijiet għal din il-pożizzjoni ta' Staff Nurse/Psychiatric Mental Health Nurse jinkludu li:

i. Jipprovd i-kura sana, effettiva u efficjenti lill-grupp spċifiku ta' pazjenti u li jieħu sehem fl-edukazzjoni ta' junior staff/persunal li jkunu fuq żjara, kif ukoll ta' studenti;

ii. Jagħti informazzjoni lic-Charge Nurse u lill-membri oħra tal-persunal biex jassigura l-użu effiċċienti u effettiv ta' impjegati u riżorsi;

iii. Ighalleml u jissorvelja junior staff u studenti skont il-livell personali tal-kompetenza/esperjenza tiegħi/tagħha;

iv. Jagħmel użu mis-Sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru fejn wieħed ikun assenjat;

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

vi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Aktar dettalji dwar id-dmirijiet marbuta ma' dan il-post jistgħu jinkisbu mid-Diviżjoni tal-Peopla Management, Ministeru għas-Saħħa u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171 li jista' jiġi kkuntattat ukoll permezz tal-email fuq (recruitment.health@gov.mt).

4.2 Persuni maħtura jiġu stazzjonati f'Ministeru rispettiv skont l-esigenzi tas-servizz u ittri ta' ħatra jinhargu mis-Segretarju Permanenti tal-Ministeru rispettiv.

4.3 Il-kandidati magħżulin jistgħu jkunu meħtieġ jaħdmu fuq baži ta' shift li jinkludi xogħol bil-lejl skont rosters stabbiliti.

Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent*) or PhD at MQF Level 8 shall be immediately placed in Salary Scale 8 (which is the year 2024 is €27,179.02 X €486.83 - €30,100.00 per annum) as Staff Nurse/Psychiatric Mental Health Nurse

3.4 It is to be noted that the salary linked to the position of Staff Nurse/Psychiatric Mental Health Nurse is supplemented with allowances as specified in the sectoral agreement in force signed between the Government of Malta and the Union of Malta for Midwives and Nurses..

Duties

4.1 The job duties for the position of Staff Nurse/Psychiatric Mental Health Nurse include:

i. Provides safe, effective and efficient care to a specified group of patients and participates in the education of junior/visiting staff and students;

ii. Gives information to the Charge Nurse and other members of staff to ensure the efficient and effective use of personnel and resources;

iii. Teaches and supervises junior staff and students according to own level of competence/experience;

iv. Makes use of the Information Technology systems which may be in operation within the Ministry where one is assigned duties;

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

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

Further details of the job description may be obtained from the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171, which may also be contacted by email at (recruitment.health@gov.mt).

4.2 Appointees shall be posted in a respective Ministry according to the exigencies of the service and letters of appointment shall be issued by the Permanent Secretary of the respective Ministry.

4.3 Selected candidates may be required to perform duties on a shift basis including night duty according to the established rosters.

Rekwiziti tal-Eligibbiltà

5.1 (i) Sal-hin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjoni, l-applikanti jridu jkunu ċittadini ta' pajiżi terzi u jissodisfaw ir-rekwiziti ddikjarati fil-paragrafi 5.1 (ii) sa 5.2. Il-ħatra ta' dawn il-kandidati tkun mingħajr preġudizzju għall-applikant li jissodisa r-rekwiziti kollha ta' eligibbiltà u li jingħata permess tax-xogħol skont ir-regolamenti nazzjonali applikabbli, kif ukoll li jkun jista' jissodisa l-kundizzjonijiet l-oħra kollha ta' dħul fit-territorju Schengen. Kull process isir b'mod indipendent u suġġett għall-ipproċessar ta' diligenza dovuta mill-awtoritajiet kompetenti Maltin.

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

Il-ħatra ta' dawn il-kandidati tkun jeħtiegu l-ħruġ ta' liċenzja ta' impieg safejn dan ikun meħtieg mill-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja.

(ii) (a). profiċenti fil-lingwa Maltija. Għaldaqstant, kandidati li mhumiex profiċjenti fil-lingwa Maltija xorta ser jiġu kkunsidrati imma għandhom jipprovdu evidenza ta' profiċjenza bażika fil-lingwa Maltija qabel il-konferma tal-ħatra li hi fiż-żmien sena (1) mill-ingaġġ fil-kas ta' Nurses appuntati bid-Degree, u sitt (6) xhur fil-kas ta' Nurses appuntati bid-Diploma, billi jghaddu b'succcess mill-eżami fil-Basic Medical Maltese for the Healthcare Profession Part 1 tal-Università ta' Malta. Il-kors li ufficjalment iwassal għal dan l-eżami huwa l-Kors in Basic Medical Maltese for the Healthcare Profession Part 1 immexxi mid-Dipartiment tal-Malti tal-Università ta' Malta. Nurses impjegati b'Diploma li ma' jkunux kisbu dan iċċertifikat fi żmien ta' prova ta' sitt (6) xhur, jingħataw estensjoni ta' darba ta' sitt (6) xhur biex jiksbu b'succcess dan iċċertifikat, qabel il-konferma tal-ħatra tagħhom. Kwalunkwe hlas relatat mal-kors jew assessjar tiegħu jridu jiġu mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jiġi applikati biex jithallu lura permezz tal-Continuous Professional Development Scheme (CPD).

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(ii) (b). profiċjenti fil-lingwa Ingliza billi:

jipprovdu, sad-data tal-intervista, evidenza li l-kwalifika primarja fin-Nursing ġiet segwita bil-lingwa Ingliza;

JEW

jipprovdu, sad-data tal-intervista, certifikat validu tal-IELTS (international English Language Testing System) ta'

Eligibility Requirements

5.1 (i) By the closing time and date of this call for applications, applicants must be Third Country Nationals and satisfy the requirements stated in paragraphs 5.1 (ii). to 5.2. The appointment of such candidates would be without prejudice to the applicant satisfying all eligibility requirements and being granted a work permit in line with the applicable national regulations, as well as being able to fulfill all other conditions of entry into the Schengen territory. Each process is carried out independently and subject to due diligence processing by the competent Maltese authorities.

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

The appointment of candidates 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) (a) 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 proficiency in the Maltese Language before confirmation of appointment, which is within one (1) year of engagement in case of Nurses appointed with a Degree and six (6) months in case of Nurses appointed with a Diploma 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. Nurses engaged with a Diploma who would have not obtained this certification within the probationary period of six (6) months, will be given a onetime extension of six (6) months to successfully obtain this certification, prior to confirmation of their appointment. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Development (CPD) Scheme.

AND

b) proficient in the English Language by:

providing proof by the interview date, that the primary nursing qualification was undertaken in the English Language;

OR

providing by the interview date, a valid certificate of IELTS (International English Language Testing System) of

band score medju ta' 6 jew ogħla f'dominji ta' kompreñsji, qari, kitba u lingwa mitkellma. Kwalifika ċċertifikata ekwivalenti għal IELTS Livell 6 (ta' band score medju ta' 6) eż. GCSE/Cambridge Grad C, TOEFL (IBT): 60-80, CEFR: B2 ikunu wkoll aċċettati;

JEW

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala infermiera reġistrata fir-Renju Unit jew l-Irlanda jew kwalunkwe pappiż iehor li jitkellem l-Ingliz fejn l-Ingliz huwa l-lingwa primarja u/jew ufficjalji.

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(iii) fil-pussess ta' kwalifika rikonoxxuta f'Livell 5 tal-MQF (b'minimu ta' 60 krettu ECTS/ECVET jewekwivalenti) f'Nursing/Mental Health Nursing jew kwalifika professjonal komparabbli miksuba minn Università/Istituzzjoni tal-Unjoni Ewropea U jkollhom certifikat ta' registrazzjoni mal-Kunsill tal-Infermiera u Qwiebel (Malta) bħala Infermiera fl-Ewwel Livell (First Level Nurse), jew ikollhom isimhom imniżżejj fit-Taqsimi Speċjali tar-Registru miżimum mill-Kunsill tal-Infermiera u Qwiebel (Malta) għar-rigward ta' Infermiera mħarrġa f'oqsma speċjali differenti rikonoxxuti mill-imsemmi Kunsill;

JEW

(iv) fil-pussess ta' kwalifika rikonoxxuta f'Livell 6 tal-MQF (suġġett għal minimu ta' 180 krettu ECTS/ECVET jewekwivalenti) f'Nursing/Mental Health Nursing jew kwalifika komparabbli miksuba minn Università/Istituzzjoni tal-Unjoni Ewropea U jkollhom certifikat ta' registrazzjoni mal-Kunsill tal-Infermiera u Qwiebel (Malta) bħala Infermiera fl-Ewwel Livell (First level Nurse), jew ikollhom isimhom imniżżejj fit-Taqsimi Speċjali tar-Registru miżimum mill-Kunsill tal-Infermiera u Qwiebel (Malta) għar-rigward ta' Infermiera mħarrġa f'oqsma speċjali differenti rikonoxxuti mill-imsemmi Kunsill.

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'pozizzjoni 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 specifikata fil-paragrafu 5.1 jew 5.2 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-ahħar fażi tal-kors li jwassal għall-

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 will also be accepted.

OR

providing documentation showing at least 6-month Full Time Equivalent certified work experience as registered Nurse in the United Kingdom, Ireland or any other English Speaking country where English is the primary and/or the official language.

AND

(iii) in possession of a recognised qualification at MQF level 5 with a minimum of 60 ECTS/ECVET credits or equivalent in Nursing/Mental Health Nursing or a comparable professional qualification obtained from an EU University/Institution AND in possession of a certificate of registration as First Level Nurse with the Council for Nurses and Midwives (Malta), or be listed in the Special Parts of the Register held by the Council for Nurses and Midwives (Malta) in respect of nurses trained in the different special areas recognised by the said Council;

OR

(iv) in possession of a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) in Nursing/Mental Health Nursing or a comparable professional qualification obtained from an EU University/Institution AND in possession of a certificate of registration as First Level Nurse with the Council for Nurses and Midwives (Malta), or be listed in the Special Parts of the Register held by the Council for Nurses and Midwives (Malta) in respect of nurses trained in the different special areas recognised by the said Council.

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 5.2 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

għoti tat-tali kwalifika. Il-persuni maħtura jridu jgħibu, jew ġew approvati, għat-tali kwalifika sat-28 ta' Frar, 2025. Jekk l-is-kadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-hatra, għal din ir-raguni, tiġi awtomatikament terminata.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla 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-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjonijiet ta' rikonoximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

5.3 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jiprodu 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-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutaġġ (<https://recruitment.gov.mt>).

6.2. Id-dokumenti originali għandhom, mingħajr eċċeazzjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

7.1 L-applikanti eligibleji jiġi assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-ġħażla 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 esperienza ta' xogħol relevanti u ppurvata.

Sottomissjoni tal-Applikazzjoni

8.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Diviżjoni tal-Peoplu Management, Ministeru għas-Saħħa u l-Anzjanit Attiva, 15, Palazzo Castellinia, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal ta' Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum

their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 28th February, 2025. 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).

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 Office 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 5.2, have proven relevant work experience.

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

Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jiġi produċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ġimgħa, 8 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħha bħala 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 jħallux sal-ahħar mument biex jiġi sottottemmu l-applikazzjoni tagħhom.

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

8.4 Applikanti jingħatawar sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigħi l-aħħar, biex jiġi sottottemmu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Generali Ohra

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

benefiċċi applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil rāgħonevoli għall-persuni rregistrati b'diżabbiltà;

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

kwalifikasi f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendi; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

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

jiestgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħu u Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171. Dawn id-dispożizzjonijiet generali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit u l-indirizz elettroniku tad-Diviżjoni huma (<https://sahha.gov.mt>) u (recruitment.health@gov.mt).

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, 8th March, 2024. 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; 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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_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 address and email address of the receiving Division are <https://health.gov.mt> and (recruitment.health@gov.mt).

MINISTERU GHAS-SAHHA U L-ANZJANITÀ ATTIVA

Post ta' Allied Health Professional (Occupational Therapy) fuq baži full-time/part-time fil-Ministeru għas-Saħħha u l-Anzjanità Attiva

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

1. Is-Segretarju Permanenti (Saħħha) u Is-Segretarju Permanenti (Anzjanitā Attiva) jilqgħu applikazzjonijiet għall-post ta' Allied Health Professional (Occupational Therapy) fuq baži ta' full-time/part-time fil-Ministeru għas-Saħħha u l-Anzjanitā Attiva.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġgetta 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 krediti tal-ECTS/ECVET jew ekwivalenti) huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.00.

Persuna fil-grad ta' Allied Health Professional li minbarra r-rekwiżit stipulat f'paragrafu 2.2, għandhom ukoll fillpussess tagħhom Masters Degree f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, jinħatru mad-dħul bħala Senior Allied Health Professional fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00).

2.3 Persuna fil-grad ta' Allied Health Professional titla' fi Skala ta' Salarju 9 (€25,589.02 x €447.33 - €28,273.00) 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 (€27,179.02 x €486.83 - €30,100.00) wara tliet (3) snin servizz sodisfaċenti fil-grad ta' Allied Health Professional fi Skala ta' Salarju 9.

Persuna fil-ħatra ta' Allied Health Professional li fil-kors tad-dmirijiet tagħha tikseb Postgraduate Masters f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-ECTS/ECVET jew ekwivalenti) jew PhD f'Livell 8 tal-MQF rilevanti u rikonoxxuti, għandha titla' minnufihi għal Skala ta' Salarju 8 bħala Senior Allied Health Professional.

2.5 Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) b'mill-inqas ħames (5) snin servizz

MINISTRY FOR HEALTH AND ACTIVE AGEING

Post of Allied Health Professional (Occupational Therapy) on a full-time/part-time basis 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) invite applications for the post of Allied Health Professional (Occupational Therapy) on a full-time/part-time basis 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 2024 is equivalent to, €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00

An Allied Health Professional who in addition to the requirement stipulated in paragraph 2.2, are also in possession of a relevant and recognised Postgraduate Masters 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 (€27,179.02 x €486.83 - €30,100.00).

2.3 An Allied Health Professional will progress to Salary Scale 9 (€25,589.02 x €447.33 - €28,273.00) 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 (€27,179.02 x €486.83 - €30,100.00) on completion of three (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 Masters 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

sodisfaċenti fil-grad ta' Senior Allied Health Professional fi Skala ta' Salarju 8 u certifikat ta' tlestija b'succcess tal-Competency Programme u Evaluation Framework (CAF) tigi promossa għall-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00) kemm mid-data tal-otteniment tas-snин tas-servizz stipulat kif ukoll it-tlestija b'succcess tal-CAF.

Persuna fil-ħatra ta' Senior Allied Health Professional (Skala ta' Salarju 8) fil-pusseß ta' Postgraduate Masters f'Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu tal-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 certifikat ta' tlestija b'succcess tal-Competency Programme u Evaluation Framework (CAF), għandhom jiġu promossi fil-grad ta' Allied Health Practitioner fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00).

Fil-każ ta' Ufficijali li ma jkollhomx iċ-ċertifikat ta' tlestija b'succcess tal-Competency Programme u Evaluation Framework mat-tlestija ta' sentejn (2) servizz sodisfaċenti fil-grad, għandu jiġi promoss għal Allied Health Practitioner bil-kundizzjoni li tikseb din iċ-ċertifikazzjoni fi żmien sena (1) mill-ħatra ta' Allied Health Practitioner fi Skala ta' Salarju 7.

Ufficijali li jonqsu milli jippreżentaw tali ġertifikazzjoni 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 mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern u l-Unjin kompetenti.

Dmirijiet

3.1 Wieħed jista' jara d-dmirijiet għal dan il-post ta' Allied Health Professional (Occupational Therapy) jinkludu li:

i. Jippjana, jwettaq u jevalwa servizz spċificu tal-allied health;

ii. Jippreżenta dokumentazzjoni čara, preċiża u fil-ħin;

iii. Jikkomunika, jaħdem id f'id effettivament ma' professjonisti oħra, individwi u gruppi ta' pazjenti, familji/ carers u aġenziji oħra skont il-ħtieġa;

iv. Iżomm ruħu aġġornat fuq žviluppi u modi fil-prattika ta' professjoni spċificu 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;

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 (€28,855.98 x €531.17 - €32,043.00) 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 Masters 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 Comptency Programme and Evaluation Framework (CAF), shall be promoted to the grade of Allied Health Practitioner in Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00).

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.

Duties

3.1 The job duties for the post of Allied Health Professional (Occupational Therapy) include:

i. Plans, delivers and evaluates specific allied health service;

ii. Presents clear, accurate and timely documentation;

iii. Communicates and liaises effectively with other professionals, individuals and groups of patients, family/ carers and other agencies as required;

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. Iwettaq kwalunkwe dmirijiet oħra li jkunu meħtieġ mill-Allied Health Professional responsabbli b'rispons għall-esigenzi 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;

viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewleni.

Aktar dettalji dwar id-dmirijiet marbuta ma' dan il-post jistgħu jinkisbu mid-Diviziżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanitā Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171 li tista' jiġi kkuntattajt ukoll permezz tal-email fuq (recruitment.health@gov.mt)

3.2 Persuna maħtura tista' tkun meħtieġa li twettaq dmirijiet fi kwalunkwe servizz għall-kura tas-saħħa tal-Gvern ta' Malta skont id-diskrezzjoni tal-Amministrazzjoni.

3.3. Persuna maħtura tista' tkun meħtieġa taħdem fuq baži ta' xift li jinkludi xogħol bil-lejl skont rosters stabiliti fil-Ministeru għas-Saħħa u l-Anzjanitā Attiva. Allied Health Professionals ingaggati fuq baži part-time ikunu meħtieġa li jaħdmu minimu ta' 20 siegħa fil-ġimgħa u allokati f'rosters u sezzjonijiet skont l-eżiġenzi tas-servizz.

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħhom ma'

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

Further details of the job description may be obtained from the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Triq il-Merkanti, Valletta, VLT 1171, which may be contacted by email at (recruitment.health@gov.mt)

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

persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġizlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. cittadini ta' pajjiżi terzi li jkunu nghataw 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 (Cittadini ta' Pajjiżi Terzi)', jew li jkunu nghataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ciddadini ta' pajjiżi terzi li jkunu nghataw 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-Enerġija Atomika'.

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

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

ii. ii.(a) profiċenti fil-lingwa Maltija. Għaldaqstant, kandidati li m'humiex profiċenti fil-lingwa Maltija xorta ser jiġi kkunsidrati imma għandhom jipprovd 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 1 tal-Università ta' Malta. Il-kors li ufficjalment 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 ħlas relatat mal-kors jew assessjar tiegħu jridu jiġi mħallsa mill-kandidati prospettivi magħżula. Madankollu, tali spejjeż jistgħu jiġi applikati biex jithallu lura permezz tal-Continuous Professional Development Scheme (CPD).

U

(b) profiċjenti fil-lingwa Ingliza billi:

jipprovd, sad-data tal-intervista, evidenza li l-kwalifika primarja fl-Allied Health Profession għiet segwita billingwa Ingliza;

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 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 with Idiġi 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. (a) 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 proficiency 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 an assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Duties Eligibility Requirements 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;

JEW

jipprovdu sad-data tal-intervista, certifikat validu tal-IELTS (International English Language Testing System) ta' band score medju ta' 6 jew ogħla f'dominji ta' kompreñsji, qari, kitba u lingwa mitkellma. Kwalifika ċċertifikata ekwivalenti għal IELTS Livell 6 (ta' band score medju ta' 6) eż. GCSE/Cambridge Grad Ċ TOEFL (IBT): 60-80, CEFR: B2 jkunu aċċettati;

JEW

jipprovdu dokumentazzjoni li turi tal-inqas sitt (6) xhur esperjenza ta' xogħol iċċertifikata full-time bħala Allied Health Professional rregistrata fir-Renju Unit jew fl-Irlanda jew kwalunkwe pajjiż ieħor li jitkellmu l-Ingliz fejn l-Ingliz huwa l-lingwa primarja u/jew uffiċjali.

U

iii. fil-pussess ta' kwalifika rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu tal-ECTS/ECVET jew ekwivalenti*) fil-Occupational Therapy jew kwalifika ekwivalenti, rikonoxxuta, kumparabbi U jkunu f'pussess ta' certifikat tar-registrazzjoni fil-Occupational Therapy mal-Kunsill ta' Professjonisti Kumplimentari għall-Mediċina f'Malta.

*Kwalifika rikonoxxuta komparabbi ma' 180 krettu ECTS/ECVET, kif applikabbi hija aċċettata biss soġġett għal dikjarazzjoni ta' rikonoxximent formal MQRIC li tiġi sottomessa mal-applikazzjoni.

Uffiċjali pubblici 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-flistess linja ta' karriera jew le. Riverżjoni għal-ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jewgħadhom huxxapprovatigħall-kwalifikarik jesta hekk kif specifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispozizzjonijet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Diċembru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintla haq, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn

OR

providing by the interview date, a valid certificate of IELTS (International English Language Testing System or 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 will 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. in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credit or equivalent*) in Occupational Therapy or an equivalent, recognised comparable qualification AND in possession of a certificate of registration in Occupational Therapy by the Council for Professions Complimentary to Medicine i Malta.

*A recognised qualification comparable to 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. 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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2024. 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

fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'success il-kretti meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieg, sal-ħin u d-data tal-gheluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikati tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbi għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3. Uffiċjali pubblici li għandhom grad fi klassi partikolari, u li nghataw il-ħatra ta' Officer in Scale permezz ta' deciżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snин ta' servizz mid-data ta' meta daħlet fis-seħħi il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Uffiċjali pubblici li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq baži personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatamente preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieg minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodis faw is-snin meħtieġa ta' ‘servizz fil-grad’ kif stipulat fis-sejhiet għall-applikazzjonijiet.

Kwalunke rekwizit ieħor ta' eligibbiltà għall-post/ pożizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jiprodu dik-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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jittwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li

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 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 Office 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

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials,

kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Ġħażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt ghall-post. Il-marka massima għal dan il-proċess tal-ġħażla 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 4.2, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanitā Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludi Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipproċ-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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompiuter tintbagħha bħala 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 jħallux sal-āħħar mument biex jissottemmettu l-applikazzjoni tagħhom.

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà;

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 4.2, 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 (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, 1st March, 2024. 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 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

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;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikasi;
 kwalifikasi f'livell ogħla;
 livell komparativ tal-impiegati tas-Settur Pubbliku;
 rinunzji ta' applikazzjonijiet pendent;

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 fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf)

jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanitā Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (<https://sahha.gov.mt/>) u (recruitment.health@gov.mt)

Is-16 ta' Frar, 2024

**MINISTERU GHAS-SAĦHA
U L-ANZJANITÀ ATTIVA**

**Post ta' Assistant Manager fil-Ministeru
għas-Saħħa u l-Anzjanitā Attiva**

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

1. Id-Direttur Generali (People Management), Ministeru għas-Saħħa u l-Anzjanitā Attiva tilqa' applikazzjonijiet għall-post ta' Assistant Manager biex iwettaq dmirrijiet fid-diviżjoni tal-Compliance and Investigations fis-Saħħa, fi ħdan il-Ministeru għas-Saħħa u l-Anzjanitā Attiva.

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 t'induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiziti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa-massimu ta' €23,360.00.

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_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, VallettaVLT 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)

16th February, 2024

**MINISTRY FOR HEALTH AND
ACTIVE AGEING**

**Post of Assistant Manager 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 Assistant Manager to perform duties within the Compliance and Investigations Division at Health within the Ministry for Health and Active Ageing.

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 2024 is equivalent to, €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894.00, 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) titpoġġa fi Skala ta' Salarju 11, u titla fi Skala 10 (€24,085.98 x €407.67 - €26,532.00) fis-sena 2024 wara tliet (3) snin servizz bhala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 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 fil-qasam tal-Compliance and Investigations, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3. L-Assistant Manager (Compliance and Investigations) se jassisti lid-Direttur Ġeneral (Compliance and Investigations) lejn il-kisba tal-gfianijiet tad-Direttorat tal-Compliance and Investigations. Id-Dmirijiet u r-responsabbiltajiet tal-Assistant Manager jinkludu:

- i. Jigbed rapporti dettaljati dwar l-ispezzjonijiet imwettqa;
- ii. Jattendi laqgħat li jirrapreżenta lid-Direttorat, kif meħtieġ;
- iii. Tappoġġja l-ġestjoni tad-Direttorat billi twettaq xogħol ta' uffiċċju, riċerka fuq l-iskrivanja u manutenzjoni ta'databases u records;
- iv. Jipparteċipa f'laqħat ma' entitajiet fi ħdan l-MHA u partijiet rilevanti ohra, fir-rigward tar-rwol tad-Direttorat fit-tiġħiha tal-governanza, il-ġestjoni tar-riskju, u l-konformità fil-Minister;
- v. Ghajnuna fl-ippjanar u l-implimentazzjoni ta' inizjattivi;
- vi. Jipparteċipa fi spezzjonijiet ta' konformità fi ħdan l-MHA kif ornat mill-Kap tat-Taqsima jew id-delegat tagħhom;
- vii. Jattendi taħriġ relatax mal-funzjonijiet tad-Direttorat, kif meħtieġ;
- viii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98x €407.67 - €26,532.00) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

Duties

3. The Assistant Manager (Compliance and Investigations) will assist the Director General (Compliance and Investigations) towards the achievement of the objectives of the Directorate of Compliance and Investigations. Duties and responsibilities of the Assistant Manager include:

- i. Draws detailed reports on the inspections carried out;
- ii. Attends meetings representing the Directorate, as necessary;
- iii. Supports the management of the Directorate by carrying out office work, desk research and maintenance of databases and records;
- iv. Participates in meetings with entities within the MHA and other relevant parties, regarding the Directorate's role in strengthening governance, risk management, and compliance in the Ministry;
- v. Assists in the planning and implementation of initiatives;
- vi. Participates in compliance inspections within the MHA as directed by the Head of Section or delegate;
- vii. Attends training related to the functions of the Directorate, as necessary;
- viii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

ix. Kwalunkwe dmir ieħor hekk kif ornat mis-Segretarju Permanenti Ewlieni

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- i. a. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew
- c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajiż b'legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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
- e. cittadini ta' pajiżi 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 (Cittadini 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' pajiżi 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-Enerġija Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xoħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

ix. 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.

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-lingwi tal-Malti u l-Ingliż;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Enterprise jew Risk Management jew Banking and Finance jew Accounting and Finance jew Project Management jew Business Administration jew Compliance jew Management jew Public Administration jew Human Resources jew f'oqsma differenti kif determinat mill-maniġment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbi fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Business Enterprise jew Risk Management jew Banking and Finance jew Accounting and Finance jew Project Management jew Business Administration jew Compliance jew Management jew Public Administration jew Human Resources jew f'oqsma differenti kif determinat mill-maniġment.

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: Ingliz jew Malti jew Matematika jew Accounts jew kwalifika komparabbi pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Ingliz jew Malti jew Matematika jew Accounts)

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

Uffiċjali pubblici 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 precedingi mhux ikkonfermata mhijex possibbli.

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 komparabbi), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bħala

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

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Enterprise or Risk Management or Banking and Finance or Accounting and Finance or project management or business administration or compliance or management or public administration or Human Resources 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 Enterprise or Risk Management or Banking and Finance or Accounting and Finance or Project Management or Business Administration or. Compliance or Management or Public Administration or Human Resources 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: English or Maltese or Mathematics or Accounts) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: English or Maltese or Mathematics or Accounts)

*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.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects a 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 (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-ufficjali 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-kwalifikasi msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati għall-ġhoti tal-kwalifika inkwistjoni.

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

4.3 Kandidatil għadhom kisbux formalment jewgħadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (a) sa 4.1 (c) 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 jibaghlu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ġhoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti ohra 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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 designate 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 (a) to 4.1 (c) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 Id-dokumenti originali għandhom, mingħajr ecċeżżjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt ghall-post. Il-marka massima ġħal dan il-proċess tal-ġħażla 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 relevanti u ppurvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-Peoplu Management, Ministeru għas-Saħha u l-Anzjanità Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171, permezz tal-online tal-Portal ta' Reklutagg tal-Gvern biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Gimħa, l-1 ta' Marzu, 2024. Ittra elettronika ggħġenerata mill-komputer tintbagħha bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn iffel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-āħħar mument biex jissottomettu l-applikazzjoni tagħħom.

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistri b'diżabbilt;

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

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 (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, 1st March, 2024. 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 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

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;

kwalifikasi f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjoniet pendent; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jestgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_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-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (<http://health.gov.mt>) u (recruitment.health@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHAS-SAĦHA
U L-ANZJANITÀ ATTIVA**

**Post ta' Manager I fil-Ministeru għas-Saħħa
u l-Anzjanità Attiva**

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

1. Id-Direttur Ĝeneral (People Management), Ministeru għas-Saħħa u l-Anzjanità Attiva tilqa' applikazzjonijiet għall-post ta' Manager I biex iwettaq dmirrijiet fid-data research and statistics fis-Saħħa, fi ħdan il-Ministeru għas-Saħħa u l-Anzjanità Attiva.

Termini u Kundizzjonijiet

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

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

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fl-2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa massimu ta' €26,532.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) wara għaxxar (10) snin servizz

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_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 address and email address of the receiving Division are (<http://health.gov.mt>) and (recruitment.health@gov.mt)

16th February, 2024

**MINISTRY FOR HEALTH
AND ACTIVE AGEING**

**Post of Manager I 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 to perform duties in data research and statistics at Health within 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 is Salary Scale 10, which in year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) on completion of ten (10) years of service as Manager

bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu intitolati wkoll għal īħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħ minn żmien għal żmien.

2.6 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqu d-dmirijiet xi mkien iehor fil-qasam tar-Ričerka u l-istatistika, skont il-postijiet vakanti stabbiliti.

2.7 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikkazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I jinkludu li:

i. Jagixxi bħala kollegament mad-Dipartimenti tal-Gvern/Ministeri biex jiġbor id-data meħtieġa u jassisti fil-produzzjoni, l-evalwazzjoni u t-tqassim ta' rapporti ta' ričerka u/jew stħarriġ, kif meħtieġ;

ii. Iwettaq ričerki regolari dwar dawk l-oqsma ta' responsabbiltà, kif meħtieġ;

iii. Jikteb dokumenti ta' ričerka, noti u dokumenti oħra, kif meħtieġ u fil-perjodi ta' żmien mogħtija;

iv. Jissorvelja u jsegwi r-ričerka kompluta biex jipprovdi analīzi tar-riżultati u l-kontribuzzjoni tiegħu lejn is-servizzi;

v. Jiżviluppa u jżomm komunikazzjoni effettiva ma' entitajiet interni u esterni u/jew partijiet interessati relatati mal-qasam ta' ričerka assenjat;

vi. Ikun involut fil-ħidma tad-Dipartiment rispettiv jew kwalunkwe uffiċċċu delegat iehor, u jkollu rwol attiv bħala membru tat-tim;

vii. Jiżgura li pariri aġġornati u siewja dwar l-oqsma ta' ričerka assenjati jingħataw lill-amministrazzjoni tal-Ministeru kull meta jkun meħtieġ;

viii. Jgħin biex iżomm rekord tal-miżuri implementati mill-Ministeru, kif meħtieġ;

ix. Jirrapreżenta lid-Dipartiment u/jew il-Ministeru f'laqgħat li jsiru f'Malta jew barra minn Malta, kull meta jkun meħtieġ. L-uffiċċjal jista' jkun meħtieġ li jifforma parti minn

I in the respective Salary Scale, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

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

i. Act as a liaison with Government Departments/Ministries to collate required data and assists in the production, evaluation and dissemination of research reports and/or surveys, as necessary;

ii. Conduct regular research on those areas of responsibility, as necessary;

iii. Draft research documents, briefing notes and other documents, as required and within the given timeframes;

iv. Monitor and follow up on completed research to provide analysis of the outcomes and its contribution towards the services;

v. Develop and maintain effective communication with internal and external entities and/or stakeholders related to the assigned research area;

vi. Be involved in the work of the respective Department or any other delegated office, and play an active role as a team member;

vii. Ensure that updated and sound advice on the assigned research areas is provided to the management of the Ministry whenever required;

viii. Assist in keeping track of measures implemented by the Ministry, as may be required;

ix. Represent the Department and/or Ministry in meetings taking place in Malta or abroad, whenever required. The officer may be required to form part of working groups

gruppi ta' hidma jew kumitati kif meħtieg, u li jhejj i u jagħti prezentazzjonijiet f'isem id-Dipartiment jew il-Ministeru;

x. Jassigura li d-Direttur rispettiv, is-Segretarju Permanenti jew kwalunkwe uffiċċju delegat ieħor, jinżamm aġġornat b'rickerka u data li tkun disponibbli;

xi. Izomm ruħu aġġornat dwar l-iżvilluppi li jseħħu fuq livell lokali u internazzjonali fuq l-oqsma ta' ricerka relevanti assenjati, filwaqt li jiżgura li l-informazzjoni tigi mxerrda lill-ufficjalji relevanti fil-Ministeru;

xii. Jiżgura li d-dokumentazzjoni relatata mal-qasam tar-ricerka tigi miġbura u maħżuna f'konformità mal-politiki tad-Dipartiment u r-rekwiziti tal-GDPR;

xiii. Iwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lili/lilha, kif ikun meħtieg;

xiv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewljeni

Rekwiziti tal-Eligibbiltà

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

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiem; jew

c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu jaapplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiem; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemija f'(a), (b) jew (c), skont kif hemm fil-ligi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija hawn fuq; jew

e. cittadini 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 (Cittadini 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

or committees as necessary, and prepare and deliver presentations on behalf of the Department or the Ministry;

x. Ensure that the respective Director, Permanent Secretary or any other delegated office, is kept updated with the most up-to-date research and data available;

xi. Keep abreast of developments taking place at a local and international level on the relevant assigned research areas, ensuring that the information is disseminated to the relevant stakeholders;

xii. Ensure that documentation related to the research area is collated and stored in line with the Department's policies and GDPR requirements;

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. 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-Enerġija Atomika'.

Għandu jinalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġġenċja 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 teħtieg il-ħruġ ta' licenċja tax-xogħol f'dawk il-kažijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwi tal-Malti u l-Ingiż;

U

iii. ikollhom degree ta' Baċċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET jew ekwivalenti*) fl-iStatistics jew Research jew Data Management jew f'oqsma rilevanti ki determinat mill-manġiem.

*Kwalifika rikonoxxuta komparabbi ma 180 ECTS/ECVET krettu, hekk kif applikabbi hija čaċċetta biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tīgħi sottomessa mal-applikazzjoni.

Uffiċjali pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħħom, sakemm il-ħatra attwali ma tkunx fi klassi/linja ta' karriera differenti jew f'pozizzjoni definita, iżda jistgħu japplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrisspettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal-ħatra precedingi mhux ikkonfermata mhijiex possibbi.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħġla minn dak mitlub hawn fuq jiġi 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-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipprodu dikjarazzjoni jiet ta'

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 Uni 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 Bachelors degree at MQF Level 6 (subject to a minimum of 18 ECTS/ECVET credits, or equivalent*) in Statistics or Research or Data Management or relevant areas a determined by management.

*A recognised qualification comparable to 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. 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

rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti ohra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa 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-dispozizzjonijiet 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-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew gew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-ragħuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Filwaqt li dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiprodu ċertifikat tal-kondotta mahruġ mill-Uffiċċċu tar-Rekords Kriminali jew awtorità kompetenti ohra 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

5.1 Il-kwalifi 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 ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ġħażla 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 esperienza ta' xogħol rilevant u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanitā Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta VLT 1171, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-

statements in respect of their qualifications from MQRIC, or other designate 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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 4.4, 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 (which should include a list of qualifications held by applicant). Those

applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċi certifikat tal-kondotta 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-Ġimħa, 1-1 ta' Marzu, 2024. Ittra elettronika ggħġerata mill-komputer tintbagħha bhala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn ifsel.

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

7.3 Applikazzjonijiet li jaġsl wara d-data u l-ħin tal-gheluq (i.e. applikazzjonijiet tard) ma jīgux aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīgħi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Generali Oħra

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

benefiċċji applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà;

sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifik; kwalifikasi f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendent; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jiestgħu jiġi aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Diviżjoni tal-People Management, Ministeru għas-Saħħa u l-Anzjanitā Attiva, 15, Palazzo Castellania, Triq il-Merkanti, Il-Belt Valletta, VLT 1171. Dawn id-diżpożizzjonijet generali għandhom jiġu meqjusa bhala parti integrali minn din is-sejħa għall-applikazzjoni.

Is-sit elettroniku u l-indirizz elettroniku tad-Diviżjoni huma (<http://health.gov.mt>) u (recruitment.health@gov.mt).

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, 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_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 address and email address of the receiving Division are (<http://health.gov.mt>) and (recruitment.health@gov.mt)

**MINISTERU GHALL-AFFARIJET
BARRANIN U EWROPEJ U L-KUMMERĆ**

**Post ta' Assistant Manager (Accounting and Finance)
fil-Ministeru ghall-Affarijiet Barranin
u Ewropej u l-Kummerċ**

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

1.Id-Direttur għas-Servizzi Korporattivi, Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet ghall-post ta' Assistant Manager (Accounting and Finance) fil-Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' prova, dawk appuntati jridu jkunu temmew b'succcess kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager (Accounting and Finance) li jidħol fil-grad bir-rekwiżiți tal-eligibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa massimu ta' €23,360.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla' għal Skala 11 (€22,642.98 x €375.17 - €24,894.00 fis-sena 2024) 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 (€24,085.98 x €407.67 - €26,532.00 fis-sena 2024) wara tliet (3) snin servizz bhala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfacenti.

2.6 Mhux se jkun possibbli li jįntalab 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.

2.7 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

**MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE**

**Post of Assistant Manager (Accounting and Finance)
in the Ministry for Foreign and European
Affairs and Trade**

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Assistant Manager (Accounting and Finance) in the Ministry for Foreign and European Affairs and Trade.

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 the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2024 is equivalent to €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00 in the year 2024) on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (Accounting and Finance) jinkludu li:

i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' tranżazzjonijiet, verifikasi, 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 ġsieb b'mod bažiku ż-żamma tal-kotba u jassisti fit-thejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-registru u sottomissjonijiet oħra rilevanti.

iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet 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 neċċesarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tigiż-żgurata l-eżattezza;

vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi rivedut;

vii. Jikkontribwixxi għall-iżviluppa ta' implementazzjoni ta' progetti inkluži proċessi ddelegati, u għall-indentifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;

viii. Iżomm ruħu aġġornat ma' standards ta' accounting, legiżlazzjoni finanzjarja u politiki tal-Gvern;

ix. Iżomm ruħu aġġornat ma' sistemi bažiċi 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;

xi. Jassisti f'hiđmiet 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-komputer u databases;

xii. Kwalunkwe kompitu iehor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;

xiii. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewljeni

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, that amounts paid are correct and that 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. Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;

xii. Undertake 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.

Rekwiziti tal-Eligibbiltà

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

- i. a. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati msemmija hawn fuq; jew
- e. cittadini ta' pajiżi 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 (Cittadini ta' Pajjiż Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajiżi 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-Enerġija Atomika'.

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

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

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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.

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. kapaċi jikkomunikaw bil-lingwa Ingliza.

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iii. a. (i) 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 professjonal i rikonoxxuta komparabbi fil-livell 4 tal-MQF f'Accountancy jew f'oqsma rilevanti kif determinat mill-managment.

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 professjonal i rikonoxxuta komparabbi fil-livell 5 tal-MQF f'Accountancy jew f'oqsma rilevanti kif determinat mill-managment.

*Kwalifika rikonoxxuta komparabbi ma' 120/60 krettu ECTS/ECVET, hekk kif applikabli, hija accettata biss suġġett għal dikjarazzjoni formal ta' rikonoxximent mill-MQRIC li tigi sottomessa mal-applikazzjoni.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avvanzat (li wieħed minnhom għandu jinkludi pass fl-Accountancy) u tliet (3) suġġetti fil-Livell Intermedjarju tal-Matrikola (li wieħed minnhom għandu jinkludi pass fil-Pure Mathematics), jew kwalifika komparabbi pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet suġġetti fil-Livell Avvanzat (li wieħed minnhom jinkludi pass fl-Accountancy)

Uffiċjali pubblici 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.

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 komparabbi, kif indikat fil-4.1 (iii) (a) u (c) jidħlu bhala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati,

ii. able to communicate in English language.

AND

iii. a. (i) 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 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)

dawn l-ufficjali jipprogressaw għal Assistant Manager (Skala ta' Salarju 11). Il-progressjonijiet l-oħra kollha għandhom ikunu skont id-dispozizzjonijiet indikati fid-dokument li jismu 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifikasi 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 oħla 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-ġeluq tas-sejħha għall-applikazzjonijiet.

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (iii) (a) sa 4.1 (iii) (c) jew kif indikat f'paragrafu 3.1 tad-dispozizzjonijiet 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-ahħar fażi tal-kors li jwassal għall-ġħoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-ragħuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat tal-kondotta maħruġ mill-Ufficċju 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.

4.5 L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinente oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħha għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifikasi 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 ta' Reklutajg (https://recruitment.gov.mt).

(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) 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.

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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.5 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

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt ghall-post. Il-marka massima ġħal dan il-proċess tal-ġħażla 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 4.5, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-Portal ta' Reklutagg biss (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompijuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tigi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet ġenerali Oħra

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

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

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

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 4.5, 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 Foreign and European Affairs and Trade, 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, 1st March, 2024. 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 thirty (30) minutes 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 or up to two (2) working days from date of notification, whichever is the latter, 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;

kwalifikasi f'livell ogħla;
livell komparativ tal-impiegati tas-Settur Pubbliku;
rinunzji ta' applikazzjonijiet pendent;

pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat;
aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu minn mit-Taqsima tar-Riżorsi Umani, Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ 331, Allied House, Triq San Pawl, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġi meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, numru ta' kuntatt u l-indirizz elettroniku tas-Sezzjoni huma (www.foreign.gov.mt), (+356) 2204 3359 u (recruitment.mfet@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-AFFARIJET
BARRANIN U EWROPEJ U L-KUMMERĆ**

**Post ta' Assistant Manager fid-Dipartiment
tal-Ko-Ordinazzjoni tal-Unjoni Ewropea
fi ħdan il-Ministeru għall-Affarijiet
Barranin u Ewropej u l-Kummerċ**

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għal post ta' Assistant Manager fid-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea fi ħdan il-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

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 t'induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiziti tal-eliġibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236.00 fis-sena, li jiżdied bi €354.00 fis-sena sa-massimu ta' €23,360.00.

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, Triq San Pawl, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Section are (www.foreign.gov.mt), (+356) 2204 3359 and (recruitment.mfet@gov.mt).

16th February, 2024

**MINISTRY FOR FOREIGN
AND EUROPEAN AFFAIRS AND TRADE**

**Post of Assistant Manager in the
European Union Co-ordination Department
within the Ministry for Foreign
and European Affairs and Trade**

Nomenclatures denoting the male gender include also the female gender.

1.The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Assistant Manager in the European Union Co-ordination Department within the Ministry for Foreign and European Affairs and Trade.

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 2024 is equivalent to, €21236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894.00, 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) titpoġga fi Skala ta' Salarju 11, u titla fi Skala 10 (€24,085.98 x €407.67 - €26,532.00) fis-sena 2024 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 Il-persuni maħtura jkunu ntitolati wkoll għall-benefiċċi oħrajn marbuta ma' din il-kariga u mat-twettiq taddmirijiet tagħhom fi ħdan id-Dipartiment tal-Ko-Ordinazzjoni tal-Unjoni Ewropea

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 jaqu dmirijiet xi mkien ieħor, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager (EUCD) jinkludu li:

- i. Assistenza amministrattiva generali, li tinkludi iżda mhux limitata għal:
 - a. il-filing, id-dħul tad-data, u t-thejjija tad-dokumentazzjoni;
 - b. iż-żamma ta' rekords fiziċċi u elettroniċi organizzati u aġġornati, u l-ġestjoni ta' komunikazzjonijiet irċevut u mibgħuta, inkużi emails, memos, u ittri;
 - c. l-abbozzar u l-editjar ta' materjal bil-miktub bħal avviżi, rapporti, u prezentazzjonijiet;
 - d. assistenza fl-ippjanar u l-organizzazzjoni ta' laqgħat tad-Dipartiment, workshops, u avvenimenti;
 - e. il-kollaborazzjoni, kif mitlub, fil-ġestjoni tal-iskedi, il-kompeti, u r-riżultati tangħibbli marbuta ma' progetti;
 - f. l-assistenza fl-iskedar t'appuntamenti, laqgħat u avvenimenti;
 - g. iż-żamma ta' komunikazzjoni effettiva fid-Dipartiment;

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, 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 (€24,085.98 x €407.67 - €26,532.00) in the year 2024 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 such other benefits as tied to such post and to the performance of such duties within the EUCD.

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.

Duties

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

- i. Providing general administrative assistance, including but not limited to:
 - a. filing, data entry, and preparation of documentation;
 - b. maintaining organized and up-to-date physical and electronic records, and managing incoming and outgoing communications, including emails, memos, and letters;
 - c. drafting and editing written materials such as announcements, reports, and presentations;
 - d. assisting in planning and organisation of departmental meetings, workshops, and events;
 - e. collaborating as directed in the management of project schedules, tasks, and deliverables;
 - f. assisting in the scheduling of appointments, meetings, and events;
 - g. maintaining effective communication channels within the department;

- h. I-iffaċilitar tal-komunikazzjoni fost il-membri tat-tim tal-proġġett u l-partijiet ikkonċernati.
- ii. Kompiti relatati mal-ġestjoni u t-tqassim tad-dokumentazzjoni tal-UE;
- iii. Assistenza fil-kordinazzjoni ta' kwistjonijiet tar-iżorsi umani, inkluż iżda mhux limitat għal:
- a. Il-ġestjoni u ż-żamma tar-rekords tal-attendenza tal-impjegati;
 - b. L-appoġġ għall-proċess ta' onboarding għal recluti godda, l-iżgurar ta' orjentazzjoni u dokumentazzjoni xierqa;
 - c. L-assistenza fil-proċess ta' reklutagħ, kif meħtieg.
- iv. It-thejjija għal u l-parteċipazzjoni f'laqgħat kif ordnat mid-Direttur Ĝeneral (Dipartiment tal-Kordinazzjoni tal-UE) u l-Assistent Direttur (Amministrazzjoni), permezz tat-thejjija u d-distribuzzjoni tal-ġengi u d-dokumentazzjoni rilevanti, filwaqt li jiġi żgurat li l-istrutturi ta' rapportar rilevanti firrigward tal-parteċipazzjoni tal-laqgħat jiġu osservati u jiġi żgurat li jitwettqu azzjonijiet ta' segwitu f'waqthom kif meħtieg;
- v. Assistenza lid-Direttur Ĝeneral (Dipartiment tal-Kordinazzjoni tal-UE), lid-Direttur Assistent (Amministrazzjoni) u lill-Kapipjet tat-taqsimiet fi ħdan id-Dipartiment ta' Koordinazzjoni tal-UE f'kompiti ta' natura amministrattiva marbuta mal-kordinazzjoni ta' kwistjonijiet relatati mal-UE;
- vi. Twettiq ta' kwalunkwe kompitu ieħor assenjat mid-Direttur Ĝeneral (Dipartiment tal-Kordinazzjoni tal-UE) u l-Assistent Direttur (Amministrazzjoni), kif jista' jkun meħtieg;
- vii. Assistenza lid-Direttur Ĝeneral (Dipartiment ta' Koordinazzjoni tal-UE) u lis-Segretarju Permanent, kif jista' jkun meħtieg;
- viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. ċittadini ta' Malta

ii. kapaci jikkomunikaw/ikunu profiċjenti fil-lingwa Maltija u Ingliza;

Kandidati li ma jkollhomx MQF ta' Livell 1 fil-lingwa Maltija, iridu jattendu u jgħaddu b'suċċess fl-assessjar mill-

h. facilitating communication among project team members and stakeholders.

ii. Handling of tasks related to the management and dissemination of EU documentation;

iii. Assisting in the coordination of Human Resources matters, including but not limited to:

a. Management and record-keeping of employee attendance records;

b. Supporting the onboarding process for new recruits, ensuring proper orientation and documentation;

c. Assist in the recruitment process, as necessary.

iv. Preparing for and participating in meetings as instructed by the Director General (EU Coordination Department) and the Assistant Director (Administration), through the preparation and distribution of agendas and relevant documentation, ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to and ensuring timely follow up actions are carried out as required;

v. Assisting the Director General (EU Coordination Department) the Assisting Director (Administration) and the Heads of Units within the EU Coordination Department in tasks of administrative nature linked to the coordination of EU-related matters;

vi. Undertaking any other tasks assigned by the Director General (EU Coordination Department) and the Assistant Director (Administration), as may be required;

vii. Assisting the Director General (EU Coordination Department) and Permanent Secretary, as may be required;

viii. 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. citizens of Malta;

ii. able to communicate in/must be proficient in the Maltese and English languages;

Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the

kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubblici. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tħażżej tħalli (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li għaddiet il-kors b'succcess u attendiet sal-ahħar tal-perjodu ta' prova (jiġifieri tħalli (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (suġġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resources, jew Training and Development, jew Public Administration, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Change Management, jew Industrial Relations and Workplace Learning, jew Business Administration, jew Business Management, jew European Studies, jew Law, jew Diplomacy jew f'oqsma rilevanti kif determinat mill-manġiment.

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbi fil-Livell 5 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Work and Human Resources, jew Training and Development, jew Public Administration, jew Corporate Governance and Leadership, jew Leadership and Organisational Behaviour, jew Management and Leadership, jew Change Management, jew Industrial Relations and Workplace Learning, jew Business Administration, jew Business Management, jew European Studies, jew Law, jew Diplomacy jew f'oqsma rilevanti kif determinat mill-manġiment.

JEW

c. (i) fil-pussess ta' żewġ (2) suġġetti fil-Livell Avanza u tliet (3) suġġetti fil-Livell Intermedju tal-Matriċola (li għandhom jinkludu tnejn (2) minn dawn is-suġġetti: Maltese, jew English, jew French, jew Italian, jew German, jew Mathematics, jew IT, jew Accounts, jew Business Studies, jew Commerce, jew kwalifika komparabbi pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avanza (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Maltese, jew English, jew French, jew Italian, jew German, jew Mathematics, jew IT, jew Accounts, jew Business Studies, jew Commerce.

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

assessment of the 'Maltese Language 1' course, offered by the Institute for Public Services. Attendance for such course, together with attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Work and Human Resources, or Training and Development, or Public Administration, or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Change Management, or Law, or Industrial Relations and Workplace Learning, or Business Administration or Business Management or European Studies, or Diplomacy 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 Work and Human Resources, or Training and Development, or Public Administration, or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Change Management, or Industrial Relations and Workplace Learning, or Business Administration or Business Management or European Studies, or Law, or Diplomacy 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 French, or Italian, or German, 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 of the following subjects Maltese, or English, or French, or Italian, or German, 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 an MQRIC formal recognition statement being submitted with the application.

Uffiċjali pubblici 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 precedingi 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 rikonoxxta komparabbli), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu 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-kwalifikasi 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 oħla 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-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżit li jiproduu dikjarazzjonijiet ta' rikonoximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinente oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3 Kandidatil iġħadhom kisbux formalment jewgħadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (a) sa 4.1 (c) 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-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw

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.

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 (a) to 4.1 (c) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public

minn barra s-Servizz Pubbliku għandhom jiproduċi certifikat 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutajg (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni ta' Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-online tal-Portal ta' Reklutajg biss (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li jaġġi minn barra s-Servizz Pubbliku għandhom jiproduċi certifikat 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-ħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Ğimgħa, 1-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompiuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Service must produce a certificate of conduct issued by the Criminal Records Office 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 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 Foreign and European Affairs and Trade, 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, 1st March, 2024. 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 or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Dispożizzjonijiet Ġenerali Ohra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifik; kwalifik f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendent; 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 jiġi aċċessati fl-indirizz (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mit-t-Taqsima tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġi meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 22043359 u (recruitment.mfet@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GĦALL-AFFARIJET
BARRANIN U EWROPEJ U L-KUMMERĆ**

**Post ta' Junior Legal Officer fil-Ministeru
għall-Affarijiet Barranin u Ewropej u l-Kummerċ**

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post ta' Junior Legal Officer fil-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u Kundizzjonijiet

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

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, St. Paul Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3359 and (recruitment.mfet@gov.mt).

16th February, 2024

**MINISTRY FOR FOREIGN
AND EUROPEAN AFFAIRS AND TRADE**

**Post of Junior Legal Officer in the Ministry
for Foreign and European Affairs and Trade**

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Junior Legal Officer in the Ministry for Foreign and European Affairs and Trade.

Terms and Conditions

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

2.2 Is-salarju ta' Junior Legal Officer huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.

2.3 Persuna fil-grad ta' Junior Legal Officer tiġi promossa ġħall-grad ta' Legal Officer fi Skala ta' Salarju 8 (€27,179.02 x €486.83 -€30,100 fis-sena 2024) 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' praktika legali ppruvata wara li tkun kisbet il-warrant ta' Avukat.

2.4 Persuna fil-grad ta' Legal Officer titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043 fis-sena 2024) wara sitt (6) snin servizz fil-grad ta' Legal Officer fi Skala ta' Salarju 8, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Junior Legal Officer jinkludu li:

i. Jipprovd pariri dwar l-iffirmar, adeżjoni u/jew ratifika ta' kwalunkwe ftehim bilaterali u tratti multilaterali u konvenzjonijiet, kif ukoll jirrevedi u jipprovd pariri dwar l-operat ta' ftehim jew trattati u konvenzjonijiet fejn Malta jew il-Ministeru digħi huma partitarji;

ii. Ikun responsabbli biex jieħu ħsieb l-interessi legali tad-Direttorati u l-missjonijiet barra mill-pajjiż li jiffurmaw parti mill-portafoll tal-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ;

iii. Jeżerċita l-professjoni tiegħu kif ukoll doveri oħra kompatibbli ma'din il-post, inklużli: isegwi dokumentazzjoni relatati ma' materjali tal-UE, jagħti pariri legali, jassisti fit-tfassil tal-politika u xogħlijiet oħra fid-Direttorat rispett f'oqsma li jaqgħu taħt il-Ministeru, ifassal ligħiġiet relatati ma' legiżlazzjoni Nazzjonali u armonizzazzjoni ta' legiżlazzjoni relatati mal-UE;

iv. Jikkordina mal-Uffiċċju tal-Avukat Ĝenerali u Ministeri u entitajiet oħrajn skont il-bżonn;

v. Jipprovd pariri legali dwar suġġetti differenti, kif ukoll iqis u jfassal abbozzi ta' ftehim;

vi. Ihejji abbozzi ta' ligħiġiet, regolamenti jew atti oħra u emendi għal-ligħiġiet eżistenti, kemm bl-Ingliz u kif ukoll bil-Malti, kif meħtieg;

vii. Ikun effiċċenti sabiex iwettaq ix-xogħol fiż-żmien stabbilit u għandu jkollu inizjattiva sabiex iwassal dak li lu mistenni minnu fil-pront;

2.2 The salary for the post of Junior Legal Officer is Salary Scale 9, which in the year 2024 is equivalent to €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.

2.3 A Junior Legal Officer will be promoted to the grade of Legal Officer in Salary Scale 8 (€27,179.02 x €486.83 - €30,100 in the year 2024) 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 practising for at least three (3) proven years after obtaining the warrant of Lawyer.

2.4 A Legal Officer will progress to Legal Officer in Salary Scale 7 (€28,855.98 x €531.17 - €32,043 in the year 2024) on completion of six (6) years service in the grade of Legal Officer in Salary Scale 8, subject to satisfactory performance.

Duties

3. The job duties for the post of Junior Legal Officer include:

i. Providing advice on signature, accession and/or ratification of any bilateral agreement and multilateral treaties and conventions as well as review and advice on the operation of agreements or treaties and conventions to which Malta or the Ministry is already a party;

ii. Being responsible to look after the legal interests of the Directorates and missions abroad falling within the portfolio of the Ministry for Foreign and European Affairs and Trade;

iii. Exercising his profession, and will also require to perform such other duties compatible with the post which includes work related to EU Affairs, including: follow up dossiers in relation to EU affairs, advice on legal issues, assist in the policy formulation and other functions of the respective Directorate in relation to areas falling within the ambit of the Ministry, undertake law drafting tasks in connection with National legislation and harmonisation of EU legislation;

iv. Liaise with the Office of the Attorney General and other Ministries and entities whenever necessary;

v. Advise on various legal topics, as well as vet and draft agreements and contracts;

vi. Prepare drafts of laws, regulations or other enactments and amendments to existing legislation in both English and Maltese, as necessary;

vii. Be efficient in order to meet deadlines set and have initiative to deliver what is expected in a prompt manner;

viii. Jattendi laqgħat, konferenzi u seminars, anke barra mill-pajjiż;

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

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

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġeluq ta' din is-sejħa 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 ugħali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minhabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

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

e. ċittadini ta' pajjiżi terzi li jkunu nghataw status ta' residenti li joqogħdu għal zmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar 'Status ta' Residenti li joqogħdu għal Żmien Twil (Cittadini ta' Pajjiż Terzi)', jew li jkunu nghataw permess ta' residenza taħħid ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu nghataw permess ta' residenza taħħid 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' Cittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Residenza taħħid ir-Regolamenti tal-Komunità Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-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.

viii. Attend meetings, conferences and seminars, even abroad;

ix. Undertakes any other tasks, which the superior may delegate to him/her, 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-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenza tax-xogħol f'dawk il-kazijiet fejn hija meħtiega skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtiega dwar din il-materja.

ii. kapaċi jikkomunikaw/ikunu profiċjenti fl-użu tal-lingwa Maltija u Ingliza;

Kandidati li ma jkollhomx MQF ta' Livell 1 fil-lingwa Maltija, iridu jattendu u jgħaddu b'suċċess fl-assessjar mill-kors 'Maltese Language 1' offrut mill-Istitut għas-Servizzi Pubblici. L-attendenza għal dan il-kors flimkien mal-kisba tal-Livell 1 tal-MQF għandhom jitlestew qabel il-konferma tal-ħatra, jiġifieri fi żmien tnax-il (12) xahar mill-ingaġġ. Jekk il-persuna tonqos milli tippreżenta evidenza li ghaddiet il-kors b'suċċess u attendiet sal-aħħar tal-perjodu ta' prova (jiġifieri tnax-il (12) xahar mill-ingaġġ), awtomatikament tintilef il-kariga msemmija hawn fuq.

U

iii. fil-pussess ta' warrant biex jipprattika l-professjoni ta' Avukat f'Malta.

Uffiċjali pubblici 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'pozizzjoni definita, iżda jistgħu japplikaw għal grad/pozizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhix jekk possibbli.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment il-kwalifika spċificata fil-paragrafu 4.1 xorta se jiġu kkunsidrati sakemm jissottomettu evidenza li jinsabu fil-faži finali tal-kors li jwassal għat-tali kwalifika. Madankollu, il-persuni maħtura jridu jiksbu, jew jiġu approvati, għall-ghoti ta' tali kwalifika sa mhux aktar tard mill-31 ta' Ottubru, 2024. Fid-dawl tan-natura ta' din il-kariga, il-ħatra ta' kull kandidat taħt din il-klawsola ssir biss meta l-kandidat jikseb il-warrant pertinenti.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtiega tal-ECTS/ECVET, jew ewkvalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-ġħeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipprodu dikjarazzjonijiet ta' rikonoximent tal-MQRIC fir-rigward tal-kwalifik tagħhom mill-MQRIC, jew awtorità pertinenti ohra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-holqa aktar 'l-isfel).

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/must be proficient in the Maltese and English languages;

Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for Public Services. Attendance for such course, together with attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement. Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

AND

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) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph

4.1 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Nonetheless, appointees must obtain, or be approved, for the award of such qualification by not later than the 31st October 2024. In view of the nature of this post, the appointment of any candidate under this clause will be made only when the candidate obtains the pertinent warrant.

(ii) 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. Ufficijali pubblici li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deciżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċċali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħi il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Ufficijali pubblici li bħalissa għandhom ħatra bħala Ufficijal fil-Grad huma kkunsidrati fuq baži personali li jaġappertenu għall-klassi/linja tal-grad sostantiv immedjatamente preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bħala Ufficijal fil-Grad, li għandha tkun ewkwalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċċjal fil-Grad huma kkalkulati għall-iskop li jissodis faww is-snin meħtieġa ta' ‘servizz fil-grad’ kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit ieħor ta' eligibbiltà għall-post/pozizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproċu certifikat 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Ġħażla

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

4.3 Public officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 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 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 Office 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

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 -4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u 1-Kummerċ, permezz tal-Portal ta' Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applicant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiiprodu ġertifikat 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 1-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Ġimħa, 1-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-komputer tintbagħha bħala 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 jħallux sal-ahħar mument biex jissottemmettu l-applikazzjoni tagħhom.

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīgħi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

- benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral;
- bdil raġonevoli għall-persuni rregistrați b'diżabbiltà;
- sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati;
- kwalifikati f'livell ogħla;
- livell komparativ tal-impiegati tas-Settur Pubbliku;
- rinunzji ta' applikazzjonijiet pendenti;
- pubblikkazzjoni tar-riżultat;
- eżami mediku;
- proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat;
- aċċess għall-formola tal-applikazzjoni u dettalji relatati;
- żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign and European Affairs and Trade, 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, 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20

Provisions_MT.pdf) jew jinkisbu mid-Dipartiment tar-Riżorsi Umani, Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, in-numru ta' kuntatt u l-indirizz elettroniku tad-Dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030 u (recruitment.mfet@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-AFFARIJET
BARRANIN U EWROPEJ U L-KUMMERĆ**

**Post ta' Manager I (Accounting and Finance)
fil-Ministeru ghall-Affarijiet Barranin
u Ewropej u l-Kummerċ**

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

1. Id-Direttur għas-Servizzi Korporattivi, Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ jilqa' applikazzjonijiet għall-post ta' Manager I (Accounting and Finance) fil-Ministeru ghall-Affarijiet Barranin u Ewropej u l-Kummerċ.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'success kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I (Accounting and Finance) huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ta' €24,085.98 fis-sena, li jiżdied b'€407.67 fis-sena sa-massimu ta' €26,532.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7(€28,855.98 x €531.17 - €32,043.00 fis-sena 2024) wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qed-did dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu wkoll intitolati għal tħlas annwali marbut mal-prestazzjoni sa-massimu ta' 10% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħi minn żmien.

a. Il-persuni maħtura jkunu intitolati għal benefiċċji oħra u suġġetti għall-kundizzjonijiet u l-obbligi li huma stipulati

Provisions_ENG.pdf) or may be obtained from the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 331, Allied House, St. Paul Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are (www.foreign.gov.mt), (+356) 2204 3030 and (recruitment.mfet@gov.mt).

16th February, 2024

**MINISTRY FOR FOREIGN
AND EUROPEAN AFFAIRS AND TRADE**

**Post of Manager I (Accounting and Finance)
in the Ministry for Foreign and European
Affairs and Trade**

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the post of Manager I (Accounting and Finance) in the Ministry for Foreign and European Affairs and Trade.

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 (Accounting and Finance) is Salary Scale 10, which in year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7(€28,855.98 x €531.17 - €32,043.00 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 The appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in

fil-Working Conditions for Officers within the Managerial Stream for Qualified Personnel.

2.6 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 fil-qasam tal-Accounting and Finance, skont il-postijiet vakanti stabbiliti.

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager I (Accounting and Finance) jinkludu li:

- i. Responsabqli għall-iproċessar f'waqtu ta' tranżazzjonijiet fiskali u finanzjarji, verifikasi, rekordjar, rendikonti u rikonċiljazzjoni;
- ii. Responsabqli għall-korrettezza ta' żamma bažika ta' kotba u dokumenti oħra jn ta' accounts u t-twettiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;
- iii. Responsabqli għall-implimentazzjoni u l-infurzar ta' legiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'Dipartiment jew Ministeru partikolari jew mal-Gvern;
- iv. Responsabqli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonal;
- v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-ġbir ta' dħul finanzjarju, japrova tranżazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bhala parti mill-proċess;
- vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;
- vii. Jivvaluta l-allokazzjonijiet baġitarji u t-tbassir tad-ħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll fuq baži ta' Business and Financial plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;
- viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jippartecipa fl-analizi u r-reviżjonijiet tal-valur għall-flus;
- ix. Jirrappreżenta lid-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jippartecipa fi gruppi ta' hidma kif ikun mitlub;

the Working Conditions for Officers within the Management Stream for Qualified Personnel.

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

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

Duties

3. The job duties for the post of Manager I (Accounting and Finance) include:

- i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;
- ii. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;
- iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;
- iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;
- v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;
- vi. Contributes to Budget planning and control, and the compilation of the Business and Financial plan;
- vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;
- viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;
- ix. Represents the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups as required;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;

xi. Iżomm ruħu aġġornat ma' standards ta' accounts, legiżlazzjoni finanzjarja u politiki tal-Gvern kif mitlub;

xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;

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

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-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħa ta' leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugwali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-ligi jew fil-leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati msemmija hawn fuq; jew

e. cittadini ta' pajiżi 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 (Cittadini 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' pajiżi 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-Enerġija Atomika'.

x. Contributes to and assists in the compilation of various reports;

xi. Keeps abreast with accounting standards, financial legislation, Government policies as directed;

xii. Contributes towards the formulation and updating of policies of a financial nature as directed;

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. 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 jħantalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġġenċja Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretażżoni tad-dispożizzjonijiet imsemmija hawn fuq.

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

U

ii. kapaċi jikkomunikaw bil-lingwa Ingliza.

U

iii. ikollhom kwalifika ta' Baċċelerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVETS, jew ekwivalenti*) f'Business Management jew Business Administration jew Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professionali rikonoxxuta komparabbi fil-Livell 6 tal-MQF f'Accountancy jew f'oqsma rilevanti kif determinat mill-managment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 180 kretti ECTS/ECVETS, kif applikabbli hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formal iż-rikoxximent tal-Masters mill-MQRIC tīgħi sottomessa mal-applikazzjoni.

Ufficijal pubblici 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-liestess linja ta' karriera jew le.. Riverżjoni għal-ħatra preċedenti mhux ikkonfermata mhix possibbi.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitħlu 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-ġħeluq tas-sejħa għall-applikazzjoni jiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproċu dikjarazzjoni jiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti ohra, kif applikabbli, skont id-dispożizzjoni jiet applikabbli għal din is-sejħa għall-applikazzjoni jiet (ara l-ħolqa aktar 'l-isfel).

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.

AND

ii. able to communicate in English language.

AND

iii. in possession of a recognised Bachelors degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 6 in Accountancy or in relevant areas as determined by 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) 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 Aktar minn hekk, kandidati li għadhom ma kisbu formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (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-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew gew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza ma tintlaħaqx, il-ħatra għal din ir-raġuni, tigħi awtomatkament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu ċertifikat tal-kondotta maħruġ mill-Uffiċċjatur-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

5.1 Il-kwalifikasi 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 ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ħażla 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 għas-Servizzi Korporattivi, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu ċertifikat tal-kondotta li tali dokument

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.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 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service. Those applying from outside the Public Service must produce a certificate of conduct issued by the Criminal Records Office 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

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 for Corporate Services, Ministry for Foreign and European Affairs and Trade, 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

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, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-komputer tintbagħaq bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispozizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīgħi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispozizzjonijiet Ġenerali Ohra

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

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

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

kwalifik f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendi; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat;

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

jestgħu jiġu fl-indirizz (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu minn mid-Dipartiment tar-Riżorsi Umani, Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Valletta. Dawn id-dispozizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku, numru ta' kuntatt u l-indirizz elettroniku tad-dipartiment huma (www.foreign.gov.mt), (+356) 2204 3030 u (recruitment.mfet@gov.mt).

Is-16 ta' Frar, 2024

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, 1st March, 2024. 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 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

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

applicable benefits, conditions and rules/regulations; lateral application;

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) or may be obtained from Director for Corporate Services, Ministry for Foreign and European Affairs and Trade. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving department are (www.foreign.gov.mt), (+356) 2204 3359 and (recruitment.mfet@gov.mt).

16th February, 2024

**MINISTERU GHALL-INTERN, IS-SIGURTÀ,
IR-RIFORMI U L-UGWALJANZA**

**Post ta' Assistant Manager fil-Ministeru ghall-Intern,
is-Sigurtà, ir-Riformi u l-Ugwaljanza**

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

1. Is-Segretarju Permanent, Ministeru ghall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, tilqa' applikazzjonijiet ghall-post t' Assistant Manager fl-Uffiċċeu tal-Kummissarju ghall-Harsien u l-Iżvilupp tal-Prigunieri, fil-Ministeru ghall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza.

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'succcess kors t'induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Assistant Manager li jidħol fil-grad bir-rekwiziti tal-eligibbiltà ta' paragrafu 4.1 (iii) (a) jew (iii) (c) huwa ta' Skala ta' Salarju 12, li fis-sena 2024 huwa ta' €21,236 fis-sena, li jiżdied bi €354 fis-sena sa massimu ta' €23,360.

2.4 Persuna fil-grad ta' Assistant Manager fi Skala ta' Salarju 12 titla għal Skala 11, li fis-sena 2024 hija ekwivalenti għal €22,642.98 fis-sena, li tiżdied b'żidiet annwali ta' €375.17 sa massimu ta' €24,894, 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 (€24,085.98 x €407.67 - €26,532) fis-sena 2024 wara tliet (3) snin servizz bħala Assistant Manager fi Skala ta' Salarju 11, jekk tkun qdiet dmirha b'mod sodisfacenti.

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

2.7 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

**MINISTRY FOR HOME AFFAIRS, SECURITY,
REFORMS AND EQUALITY**

Post of Assistant Manager in the Ministry for Home Affairs, Security, Reforms and Equality

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality, invites applications for the post of Assistant Manager in the Office of the Commissioner for Prisoners' Welfare and Development in the Ministry for Home Affairs, Security, Reforms and Equality.

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 2024 is equivalent to, €21,236 per annum, rising by annual increments of €354 up to a maximum of €23,360.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894, 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 (€24,085.98 x €407.67 - €26,532) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Assistant Manager jinkludu li:

- i. Ikun kapaċi jaħdem f'tim u kapaċi jaħdem taħt linji gwida xierqa;
- ii. Editjar u thejjija ta' SOPs għar-reviżjoni tas-Senior Management u mill-Kummissarju għall-Harsien u l-Iżvilupp tal-Prigunieri;
- iii. Iżomm l-fajls organizzati, inkluż il-ħolqien u ż-żamma ta' database;
- iv. Jaħdem bil-Microsoft Office;
- v. Iwettaq dmirijiet relatati mal-kontabilità bażika;
- vi. Jieħu l-minuti meta jkun meħtieg;
- vii. Jgħamel reviżjoni tad-dokumenti filwaqt li tingħata attenzjoni partikolari lid-dettalji;
- viii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieg;
- ix. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekiżi ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

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

- i. a. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħhom ma'

Duties

- 3. The job duties for the post of Assistant Manager include:
 - i. Being able to work in a team and capable of working under proper guidelines;
 - ii. Editing and preparing SOPs for review by the Senior Management and the Commissioner for Inmates' Welfare and Development;
 - iii. Keeping files organised, including creating and maintaining a database;
 - iv. Working with Microsoft Office,
 - v. Performing duties related to basic accounting;
 - vi. Taking minutes when requested;
 - vii. Reviewing of documents while giving particular attention to details;
 - viii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
 - ix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
 - 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

persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. cittadini ta' pajiżi 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 (Cittadini ta' Pajiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ciddi ta' pajiżi 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-Enerġija Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenċja tax-xogħol f'dawk il-kažijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-Lingwa Maltija u dik Ingliża;

iii. a. fil-pussess ta' kwalifika rikonoxxuta fil-Livell 4 tal-MQF (sugġett għal minimu ta' 120 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Policy jew Public Administration jew Management jew Business Studies jew Human Resources jew Training and Development jew Industrial Relations and Work jew Finance jew Accounts jew Economics jew Commerce jew Social Policy jew EU and International Relations jew Legal Studies jew Communications jew Information Technology jew ICT jew Statistics jew Project Management jew Procurement jew Quality Management jew kwalifika professionali komparabbi u rikonoxxuta fil-Livell 4 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-maniġment;

JEW

b. fil-pussess ta' Diploma rikonoxxuta komparabbi fil-Livell 5 tal-MQF (sugġetta għal minimu ta' 60 krettu ECTS/ECVET, jew ekwivalenti*) fil-Public Policy jew Public Administration jew Management jew Business Studies jew Human Resources jew Training and Development jew Industrial Relations and Work jew Finance jew Accounts jew

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 Language;

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Public Policy or Public Administration or Management or Business Studies or Human Resources or Training and Development or Industrial Relations and Work or Finance or Accounts or Economics or Commerce or Social Policy or EU and International Relations or Legal Studies or Communications or Information Technology or ICT or Statistics or Project Management or Procurement 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 Public Policy or Public Administration or Management or Business Studies or Human Resources or Training and Development or Industrial Relations and Work or Finance or Accounts or Economics or Commerce or Social

Economics jew Commerce jew Social Policy jew EU and International Relations jew Legal Studies jew Communications jew Information Technology jew ICT jew Statistics jew Project Management jew Procurement jew Quality Management jew kwalifika professjonal komparabbi u rikonoxxuta fil-Livell 5 tal-MQF fl-Accountancy jew f'oqsma rilevanti kif determinat mill-managment;

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 Ingliz jew Matematika jew IT jew Accounts jew Business Studies jew Commerce jew Psychology) jew kwalifika komparabbi pertinenti rikonoxxuta.

JEW

(ii) fil-pussess ta' tliet (3) suġġetti fil-Livell Avvanzat (li jrid jinkludi wieħed (1) minn dawn is-suġġetti Matli jew Ingliz jew Matematika jew IT jew Accounts jew Business Studies jew Commerce jew Psychology).

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

Uffiċjali pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħħom, 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 irrisspettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra preċedenti mhux ikkonfermata mhijiex possibbi.

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 komparabbi), fl-oqsma indikati fil-paragrafu 4.1 (iii) (a) jew (c) jidħlu bhala Assistant Manager (Skala ta' Salarju 12). Mal-akkwist ta' Diploma rilevanti fil-Livell 5 tal-MQF f'oqsma relatati, dawn l-uffiċjali jiaprogressaw 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 jiissottomettu evidenza li gew approvati għall-ġhoti tal-kwalifika inkwistjoni.

Policy or EU and International Relations or Legal Studies or Communications or Information Technology or ICT or Statistics or Project Management or Procurement 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: Maltese or English or Mathematics or IT or Accounts or Business Studies or Commerce or Psychology) or a recognised pertinent comparable qualification;

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: Maltese or English or Mathematics or IT or Accounts or Business Studies or Commerce or Psychology).

*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.

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) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieg, sal-ħin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikati tagħhom mill-MQRIC, jew awtorità pertinenti ohra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3 Kandidati lighadhom kisbux formalment jewgħadhom mhux approvati għall-kwalifika rikesta hekk kif spċificata fil-paragrafu 4.1 (iii) (a) sa 4.1 (iii) (c) jew kif indikat f'paragrafu 3.1 tad-dispozizzjonijiet ġenerali https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General_Provisions_MT.pdf, xorta jiġi kkunsidrati, basta jibagħtu evidenza li jinsabu fl-aħħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifikasi. Il-persuni maħtura jridu jīġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħhaq, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jiprodu ċertifikat tal-kondotta mahrug mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti ohra 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

5.1 Il-kwalifikasi 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 ta' Reklutajg (<https://recruitment.gov.mt>).

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

Proċeduri tal-Għażla

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

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikkest f'paragrafi 4.1 sa 4.4, għandhom esperjenza ta' xogħol relevanti u ppruvata.

(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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20_Provisions_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 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 4.4, have proven relevant work experience.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurta, ir-Riformi u l-Ugwaljanza, permezz tal-online tal-Portal ta' Reklutagg tal-Gvern **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applicant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiprodu ġertifikat 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-għeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimgha 1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīġi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċi applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbiltà;

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

kwalifikati f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendi; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīġi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu aċċessati fl-indirizz https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General_Provisions_MT.pdf jew jinkisbu mit-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurta, ir-Riformi u l-Ugwaljanza, 2021, Triq id-Dejqa, Il-Belt Valletta. Dawn

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality, 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 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20_Provisions_ENG.pdf) or may be obtained from the Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality, 2021, Triq id-Dejqa, Valletta. These

id-dispožizzjonijiet generali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhsr@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-INTERN, IS-SIGURTÀ,
IR-RIFORMI U L-UGWALJANZA**

**Post ta' Manager II fil-Ministeru għall-Intern,
is-Sigurtà, ir-Riformi u l-Ugwäljanza**

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

1. Is-Segretarju Permanent, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwäljanza, tilqa' applikazzjonijiet għall-post ta' Manager II fl-Akkademja tal-Forzi Dixxiplinati fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwäljanza.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta 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 Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2024 huwa ta' €28,855.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €32,043.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €34,204 fis-sena 2024) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qđiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu wkoll intitolati għal īħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

The website address and email address of the receiving Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhsr@gov.mt).

16th February, 2024

**MINISTRY FOR HOME AFFAIRS, SECURITY,
REFORMS AND EQUALITY**

**Post of Manager II in the Ministry for Home
Affairs, Security, Reforms and Equality**

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality, invites applications for the post of Manager II in the Academy for Disciplined Forces in the Ministry for Home Affairs, Security, Reforms and Equality.

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 2024 is €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€30,626.02 x €596.33 - €34,204 in 2024) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 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 subject to Central Administration's policies in force from time to time.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II jinkludu li:

i. Tiehu ġsieb l-proċess ta' remunerazzjoni tal-ġħalliema, il-konferma tas-servizzi, il-kontroverifikasi mal-iskedi u l-approvazzjoni tal-attendenza;

ii. Tirregista u żżomm rekord tal-attendenza tal-impiegati tal-Akkademja tal-Forzi Dixxiplinati (ADF), leave tal-vaganzi, leave tal-mard u kwalunkwe sahra fejn applikabbli;

iii. Tiżgura li d-databases u s-sistema tal-iffajjalji kollha jkunu kif suppost, tappoġġa l-ġbir tad-data u ż-żamma adegwata tar-rekords;

iv. Izomm rendikont ta' servizzi, progetti u talbiet għal provvisti li jkunu għaddejjin u tiċċertifika talbiet għal pagamenti fir-rigward ta' oggetto ta' ‘servizzi mitluba;

v. Tikkordina ma' fornituri ta' oggetto u servizzi pprovduti lill-Akkademja;

vi. Izomm rekord tal-kuntratt kontinwu għas-servizzi u tiehu l-azzjoni meħtieġa malli jiskadu l-kuntratti eżistenti;

vii. Tappoġġa lill-manġġment superjuri fl-amministrazzjoni generali u fit-tmexxija ta' kuljum tal-Akkademja;

viii. Tikkordina mal-HR tim tal-Ministeru, procurement Unit u l-IMU sabiex tiżgura li l-bżonnijiet ta' kuljum fl-amministrazzjoni generali jiġu sodisfatti;

ix. Tmexxi u tippjana għal kwalunkwe avveniment, bħall-passing out parades u korsijiet ad hoc organizzati mill-Akkademja tal-Forzi Dixxiplinati;

x. Tiżgura li l-facilitajiet u t-tagħmir tal-ADF ikunu aġġornati qabel kwalunkwe avveniment jew kors ta' taħriġ;

xi. Tiehu ġsieb il-proċessi tal-akkwist skont ir-regolamenti prevalent;

xii. Tassisti lill-manġġment superjuri fil-proċessi tar-riżorsi u l-għażla;

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

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

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

Duties

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

i. Manages lecturer remuneration process, confirmation of services, cross checking with timetables and endorsement of attendance;

ii. Records and maintains record of attendance of the Academy for Disciplined Forces (ADF) staff, vacation leave, sick leave and any overtime where applicable;

iii. Ensures that all databases and filing system are in order, supports collation of data and adequate record keeping;

iv. Keeps track of ongoing services, projects and requests for supplies and certifies requests for payments in relation to requested goods of services;

v. Liaises with suppliers of goods and services provided to the Academy;

vi. Keeps track of ongoing contract for services and takes necessary action as required upon expiration of existing contracts;

vii. Supports the senior management in the overall administration and day to day management of the Academy;

viii. Liaises with the Ministry's HR team, procurement unit and the IMU in order to ensure that daily needs in general administration are met;

ix. Manages and plans for any events, such as passing out parades and ad hoc courses organised by the Academy of Disciplined Forces;

x. Ensures that ADF's facilities and equipment are up to date prior to any events or training courses;

xi. Takes care of procurement processes in line with prevalent regulations;

xii. Assists senior management in resourcing and selection processes;

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

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

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

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadin Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiema; jew

c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħwali daqs cittadin Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħwali daqs cittadin Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' pajiżi terzi li jkunu nghataw 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 (Cittadini ta Pajjiżi Terzi), jew li jkunu nghataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajiżi terzi li jkunu nghataw 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-Irland ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-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 teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

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. 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. kapaċi jikkomunikaw bil-lingwa Maltija jew Ingliza;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET je ekwivalenti*) fil-Business Management jew Business Administration jew Evidence Based Management je Economics jew Banking and Finance jew Accountancy jew ikollhom kwalifika professjonal rikonoxxuta komparabbi fil-Livell 7 tal-MQF f'Accountancy jew f'oqsma rilevant kif determinat mill-maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tigi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħtija qabel 1-2009) b'inqas minn 60 krettu ECTS/ECVET hija aċċettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbi ma' mill-inqas 60 krettu ECTS/ECVET.

Ufficijal pubblici 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 precedingi mhux ikkonfermata mhijiex possibbli.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifikasi 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 oħla minn dak mitħub hawn fuq jiġi 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-ġheluq ta' sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwiżiż li jiproduċu dikjarazzjoni jiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli skont id-dispożizzjoni jiet applikabbli għal din is-sejħa għall-applikazzjoni jiet (ara l-ħolqa aktar 'i isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati ghall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjoni jiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-afħhar fażi tal-kors li jwassal għall-

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

AND

iii. in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Management or Business Administration or Evidence Based Management or Economics or Banking and Finance or Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits 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.

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://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

għot i tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raguni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtoritā 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ħaġla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ħaġla 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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tat-Taqsima Riżorsi Umani, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (https://recruitment.gov.mt). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu 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 Centrali Ewropew) ta' nhar il-Ğimgħa 1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn iffel.

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

their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality, 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 1st March 2024. 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 Applikazzjonijiet li jaslu wara d-data u l-hin tal-gheluq (i.e. applikazzjonijiet tard) ma jigu xacċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-gheluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tīgħi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlja kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

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

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

kwalifik f'livell ogħla;

livell komparativ tal-impiegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendenti;

pubblikazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat;

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

jistgħu jiġu accċessati minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mit-Taqsima Rizorsi Umani, Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwäljanza, 201 Triq id-Dejqa, Il-Belt Valletta. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tal-Ministeru huma (www.homeaffairs.gov.mt) u (recruitment.mhsr@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-INTERN, IS-SIGURTÀ,
IR-RIFORMI U L-UGWALJANZA**

**Post ta' Probation Officer fuq Baži Full-time/
Part-time fil-Ministeru għall-Intern, is-Sigurtà,
ir-Riformi u l-Ugwäljanza**

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

1. Id-Direttur (Probation u Parole), Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwäljanza, jilqa' applikazzjonijiet għall-post ta' Probation Officer fuq baži full-time/part-time

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 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Human Resources Section, Ministry for Home Affairs, Security, Reforms and Equality 201 Triq id-Dejqa, 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 Ministry are (www.homeaffairs.gov.mt) and (recruitment.mhsr@gov.mt).

16th February, 2024

**MINISTRY FOR HOME AFFAIRS, SECURITY,
REFORMS AND EQUALITY**

**Post of Probation Officer on Full-time/Part-time
basis in the Ministry for Home Affairs,
Security, Reforms and Equality**

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Probation and Parole), Ministry for Home Affairs, Security, Reforms and Equality, invites applications for the post of Probation Officer on full/time/

gewwa d-Dipartiment tal-Probation u Parole, fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza.

Termini u Kundizzjonijiet

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

2.2. Il-persuna maħtura tista' taqdi d-dmirijiet tiegħu fuq baži full-time/part-time, skont ir-rosters preparati mid-Dipartiment tal-Probation u Parole fil-Ministeru għall-Intern, is-Sigurtà, ir-Riformi u l-Ugwaljanza. Probation Officers ingaġġati fuq baži part-time iridu jaħdmu preferibilment sa-ghoxrin (20) siegħa fil-għimġha. Skedi oħra ta' xogħol jistgħu jiġi diskussi mal-Management.

2.3 Is-salarju ta' Probation Officer fuq baži full-time/part-time pro-rata huwa ta' Skala ta' Salarju 8, li fis-sena 2024 huwa ta' €27,179.02 fis-sena, li jiżdied b'€486.83 fis-sena sa massimu ta' €30,100.

2.4 Persuna fil-grad ta' Probation Officer titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043) wara erba' (4) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Persuna fil-grad ta' Probation Officer għandu jkollu xeħta biex jikkomunika u jkun kapaċi jibni relazzjonijiet interpersonali. Jeħtieg li jkollu wkoll interviewing skills tajba u ħiliet fil-kitba.

2.6 Persuna fil-grad ta' Probation Officer huwa mistenni li jaqdi d-dmirijiet tiegħu bħala parti mis-servizz ta' emergenza ta' erbgħa u għoxrin siegħa u huwa mistenni li jaħdem sīgħat irregolari tal-ġurnata skont l-esigenzi tax-xogħol.

2.7 Probation Officer huwa mistenni li jkollu fil-pussess tiegħu liċenzja valida tas-sewqan jew ikun jinsab fil-process li jikseb waħda u jkun mistenni juža l-mezz tat-transport tiegħu għax-xogħol. Huwa jkun ntitolat għall-allowance approvata.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Probation Officer jinkludu li:

i. Jagħmel superviżjoni ta' individwi hekk kif ordnat mill-Qorti jew mill-Parole Board;

ii. Jissottometti rapporti dwar trasgressuri, sew fl-istadju ta' qabel is-sentenza jew wara s-sentenza skont parametri stabbiliti mill-Uffiċċju tal-Probation u l-Parole;

part-time basis in the Department of Probation and Parole, Ministry for Home Affairs, Security, Reforms and Equality.

Terms and Conditions

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

2.2. The appointee may be required to perform duties on a full-time/part-time basis, according to the established rosters in the Department of Probation and Parole in the Ministry for Home Affairs, Security, Reforms and Equality. Probation Officers engaged on a part-time basis will be required to work preferably for at least up to twenty (20) hours per week. Other work schedules may be discussed with the Management.

2.3 The salary for the post of Probation Officer on a full-time/part-time pro-rata basis is Salary Scale 8, which in the year 2024 is equivalent to, €27,179.02 per annum, rising by annual increments of €486.83 up to a maximum of €30,100.

2.4 A Probation Officer will progress to Scale 7 (€28,855.98 x €531.17 - €32,043) on completion of four (4) years service in the grade, subject to satisfactory performance.

2.5 A Probation Officer must have an aptitude for effective communication skills in building interpersonal relationships. They must have optimal interviewing and report writing skills.

2.6 A Probation Officer may be required to perform duties as part of a 24-hour emergency service and must be prepared to work irregular hours of the day and night according to the exigencies of the job.

2.7 A Probation Officer will be expected to be in possession of, or are in the process of acquiring, a valid driving licence. They are expected to use their own transport for work and will be entitled to the appropriate approved allowance.

Duties

3. The job duties for the post of Probation Officer include:

i. Supervise offenders as ordered by the Courts or the Parole Board;

ii. Compile reports about offenders, both at the pre-sentencing or post-sentencing stage according to set standards and formats established by the Department of Probation and Parole;

- iii. Iwettaq dmirijiet relatati ma' risk assessment u risk management;
- iv. Ifassal pjanijjiet ta' sorveljanza u gwida lil ħatja sabiex jiġu osservati l-kundizzjonijiet kif spċifikati mill-Qorti jew il-Parole Board;
- v. Jagħmel żjarat gewwa d-djar u żjarat fil-komunita' kif ukoll kordinazzjoni ma' aġenziji oħra u/jew professjonisti nvoluti fil-każ;
- vi. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex isibu impieg xieraq;
- vii. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jiżviluppaw jew iteju l-ħiliet soċjali u edukattivi tagħhom;
- viii. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jifhmu l-ħsara kkawżata lil vittmi talkaż u lis-soċjeta' u tippromwovi l-programmi tal-Victim Offender Mediation skont il-ħtieġa;
- ix. Jirrapporta immedjatament lill-Qorti jew lill-Parole Board f'każ ta' ksur ta' kundizzjonijiet tal-Ordni hekk kif maħruġa mill-Qorti jew mill-Parole License;
- x. Iżomm ir-rekords fil-files tal-każijiet kollha aġġornati;
- xi. Jaħdem indipendentement iżda tkun versatili fil-ħidma mal-impiegati l-oħra fl-Uffiċċju tal-Probation;
- xii. Jipparteċipa f'sistema ta' mentoring ta' Uffiċjali tal-Probation ġodda u Trainee Probation Officers, taħt id-direzzjoni ta' Senior Probation Officer;
- xiii. Jaħdem f'kollaborazzjoni ma' entitajiet governattivi u nongovernattivi sabiex jiġi żgurat l-aħjar mod tal-użu tar-riżorsi;
- xiv. Iżomm ruħha aġġornata fl-iżvilupp li jseħħi fil-qasam tal-Probation kemm f'Malta kif ukoll barra minn Malta. Għal dan il-għan hi mistennija li tieħu kull opportunità ta' programmi ta' taħriġ offrutta lilha
- xv. Jaqdi d-dmirijiet taħt id-direzzjoni tad-Direttur tal-Probation u l-Parole;
- xvi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lili/ha, kif jista' jkun meħtieġ;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.
- iii. Complete tasks related to risk assessment and risk management;
- iv. Draw plans to monitor and assist the offender in fulfilling the conditions as specified by the Court or the Parole Board;
- v. Conduct home and field visits and liaising with other organisations and/or professionals involved in the case;
- vi. Assist offenders in finding suitable employment;
- vii. Assist the offender in furthering appropriate social and educational endeavours;
- viii. Assist the offender in understanding the harm s/he caused to the victim of crime and society and promote Victim-Offender Mediation programs whenever these are deemed beneficial;
- ix. Report immediately to the Court or the Parole Board after a breach of conditions of the Order as issued by the Court or of the Parole License;
- x. Keep up-to-date records on all cases;
- xi. Work autonomously yet be versatile in team-work with other Probation personnel;
- xii. Mentor new Probation Officers and Trainee Probation Officers, under the direction of the Senior Probation Officer;
- xiii. Work in collaboration with other Governmental and non-Governmental organisations so as to ensure the maximum utilisation of resources;
- xiv. Remain conversant with current Probation practices both locally and abroad. To this purpose, the opportunity will be provided for programmes of training, which opportunities the appointees are expected to take;
- xv. Perform duties under the direction of the Director for Probation and Parole;
- xvi. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvii. Any other duties according, as directed by the Principal Permanent Secretary.

Rekwiziti tal-Eligibbiltà

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

- i. a. cittadini ta' Malta; jew
 - b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew
 - c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-haddiema; jew
 - d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħihom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-ligi jew fil-leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati msemmija hawn fuq; jew
 - e. cittadini 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 (Cittadini 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 tagħihom 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-Enerġija Atomika'.
- Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ġidu l-Aġġenċja Komunità Malta u tat-Taqsima tal-Espatrijati fi ġidu Identità skont il-ħtieġa fl-interpretazzjoni tad-dispozizzjonijiet imsemmija hawn fuq.
- Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtiega 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 Ingliżja;
- 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.
- 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;

U

iii. (a) fil-pussess ta' Post-graduate Diploma rikonoxxuta f'Livell 7 tal-MQF (suġġetta għal minimu ta' 60 krettu ECTS/ECVET jew ewkvalenti*) fil-Probation Services.

JEW

(b) fil-pussess ta' ittra uffiċjali maħruġa mill-Universitāt ta' Malta jew Università/Istituzzjoni kompetenti u rikonoxxuta li tiddikjara li l-persuna temmet b'suċċess il-livell ta' Post-Graduate Diploma fis-servizzi tal-Probation f'Livell 7 tal-MQF (li tinkludi minimu ta' 60 krettu ECTS/ECVET) jew kwalifika professjonali komparabbli rikonoxxuta, imma għażlet li tkompli għall-livell ta' Masters rikonoxxuta f'Livell 7 tal-MQF (li tinkludi minimu ta' 90 krettu ECTS/ECVET) jew kwalifika professjonali komparabbli*.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija acċettata biss bil-kundizzjoni dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tigi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħiġi qabel 1-2009) b'inqas minn 60 krettu ECTS/ECVET hija acċettabbli sakemm ikun ivverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbli ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubblici 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 precedingi mhux ikkonfermata mhijiet possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbu formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif specifikata fil-paragrafu 4.1 (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 jiġi kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni mahtura jridu jgħiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'suċċess il-kretti meħtieġa tal-ECTS/ECVET, jew ewkvalenti, u laħqu l-livell tal-MQF meħtieġ, sal-hin u d-data tal-ġħeluq tas-sejha

AND

iii. (a) in possession of a recognised Post-Graduate Diploma at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Probation Services;

OR

(b) in possession of an official letter issued by the University of Malta or a competent, recognised University/Institution that the applicant has successfully achieved the level of MQF Level 7 (with a minimum of 60 ECTS/ECVET) Post-Graduate Diploma in Probation Services, or a recognised, comparable professional qualification but has opted to proceed to a recognised Masters at MQF Level 7 (with a minimum of 90 ECTS/ECVET), or a comparable professional qualification*.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits 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.

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 (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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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

għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikati tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3. Uffiċjali pubblici li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' Officer in Scale permezz ta' deciżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħi il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Uffiċjali pubblici li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq baži personali li jaġappertenu għall-klassi/linja tal-grad sostantiv immedjatament preċedenti tagħhom, u jistgħu japplikaw fuq il- baži tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ewkvalenti għal, jew ogħla minn, dak li hu meħtieġ minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodis faww 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-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat 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

5.1 Il-kwalifikasi 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 ta' Reklutagg (https://recruitment.gov.mt).

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

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 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 Office 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

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.

Proċeduri tal-Ġhażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima ġħal dan il-proċess tal-ġhażla 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 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur (Probation u Parole), Ministeru għall-Intern, Sigurta', Riformi u l-Ugwaljanza, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimħa 1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompjuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar detaħji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provvedimenti generali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-āħħar mument biex jissottemmettu l-applikazzjoni tagħhom.

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendingi; pubblikazzjoni tar-riżultat; eżami mediku;

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- 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (Probation and Parole), Ministry for Home Affairs, Security, Reforms and Equality, 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 1st March, 2024. 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 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

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;

process sabiex tiġi sottomessa petizzjoni dwar ir-riżultat; access għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Dipartiment tal-Probation u Parole, Millennia Building, 3rd Floor, Triq Aldo Moro, il-Marsa, MRS9065. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

L-indirizz elettroniku tad-Dipartiment huwa (recruitment.probation@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHAT-TRASPORT, L-INFRASTRUTTURA
U X-XOGħLIJET PUBBLIČI**

**Post ta' Customer Care Assistant fil-Ministeru
għat-Trasport, l-Infrastruttura u x-Xogħliljet Pubbliċi**

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

1. Id-Direttur (People Management), Ministeru għat-Trasport, l-Infrastruttura u x-Xogħliljet Pubbliċi, jilqa' applikazzjonijiet għall-post ta' Customer Care Assistant fil-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħliljet Pubbliċi.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' Customer Care Assistant huwa ta' Skala ta' Salarju 15, li fis-sena 2024 huwa ta' €17,265 fis-sena, li jiżid b'€298 fis-sena sa massimu ta' €19,053.

2.3 Persuna fil-grad ta' Customer Care Assistant titla' fi Skala ta' Salarju 14 (€18,538.02 x €316.83 - €20,439) wara ġumes (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad ta' Customer Care Assistant titla' fi Skala ta' Salarju 13 (€19,867 x €335.50 - €21,880) wara ġumes (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Barra minn hekk, kwalunkwe Customer Care Assistant li jkun temm b' success kors ta' aġġornament ekwivalenti għal kwalifika tal-Livell 5 tal-MQF (suġġett għal minimu ta' 60 krettu tal-ECTS/ECVET jew ekwivalenti*) f'qasam

the process for the submission of petitions concerning the result;

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

may be viewed by accessing the (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf); or may be obtained from the Department of Probation and Parole, Millennia Building, 3rd Floor, Triq Aldo Moro, Marsa, MRS9065. These general provisions are to be regarded as an integral part of this call for applications.

The email address of the receiving Department is (recruitment.probation@gov.mt).

16th February, 2024

**MINISTRY FOR TRANSPORT, INFRASTRUCTURE
AND PUBLIC WORKS**

**Post of Customer Care Assistant in the Ministry
for Transport, Infrastructure and Public Works**

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Public Works, invites applications for the post of Customer Care Assistant 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 The salary for the post of Customer Care Assistant is Salary Scale 15, which in the year 2024 is equivalent to, €17,265 per annum, rising by annual increments of €298 up to a maximum of €19,053.

2.3 A Customer Care Assistant will progress to Scale 14 (€18,538.02 x €316.83 - €20,439) on completion of 5 years service in the grade, subject to satisfactory performance.

2.4 A Customer Care Assistant will progress to Scale 13 (€19,867 x €335.50 - €21,880) on completion of 5 years service in the grade, subject to satisfactory performance.

2.5 Moreover, any Customer Care Assistant who will successfully complete a top-up course equivalent to an MQF Level 5 qualification (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in a relevant area

relevanti, kif determinat mill-amministrazzjoni minn żmien għal żmien, għandu jitpoġġa fuq laħjar pass ta' Skala ta' Salarju 12 wara l-preżentazzjoni ta' certifikat ta' kwalifika. Barra minn hekk, l-impiegati għandhom ikunu intitolati għall-progress fl-iskala tas-salarju 11 wara li jkunu wettqu 3 snin ta' servizz sodisfaċenti fl-iskala tas-salarju 12 bħala Customer Care Officer.

*Kwalifika rikonoxxuta komparabbli ma' 60 krettu ECTS/ECVET, hekk kif applikabbli hija accetta biss suggett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tigi sottomessa mal-applikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Customer Care Assistant jinkludu li:

- i. Jagħti merħba, jilqa' u jibni relazzjonijiet sostenibbli u ta' fiduċja mal-klijenti;
- ii. Jidentifika u jevalwa l-ħtiġijiet tal-klijenti u jindirizza t-talbiet tal-klijenti b'mod li jgħin biex jintlaħaq issodisfazzjon tal-klijent u jaqbeż l-aspettattivi tagħhom;
- iii. Jimmaniġġja mistoqsijiet tal-klijenti u jipprovdi soluzzjonijiet, alternattivi, u jsegwi sakemm tintlaħaq riżoluzzjoni;
- iv. Jipprovdi informazzjoni preċiża, valida u kompleta bl-użu tal-metodi/ghodod adattati;
- v. Jiżviluppa, jipproċessa u jżomm il-kontijiet tal-klijenti, u ż-żamma tar-rekords tal-azzjonijiet kollha;
- vi. Jaħdem bħala membru tat-tim u jiġura l-kordinazzjoni u l-kontinwitā tal-attivitàjet tax-xogħol internament u jrawwem netwerks affidabbli mal-partijiet interessati;
- vii. Jirrevedi l-proċessi tax-xogħol u jiġbor responsi interni u esterni u jagħmel rakkmandazzjoniżiet lit-tim u lis-superjuri biex itejbu b'mod innovattiv l-efficjenza u l-effettività tal-funzjoni tal-kura tal-klient u l-esperjenza tal-klient;
- viii. Isegwi politiki stabbiliti, proċeduri u linji gwida. Jiċċekka l-proċessi tax-xogħol tal-junior staff u jiċċekja li s-sistemi tax-xogħol jinżammu sew skont proċeduri standard stabbiliti tal-operat u KPIs. Fejn ikun f'diffikultà, jfittex gwida mill-Ufficijal responsabbi;
- ix. Jagħraf u jiġura l-implementazzjoni tad-Direttiva 4-1 ‘Standards għal servizz ta’ eċċellenza offrut mill-amministrazzjoni pubblika lill-publiku u lill-impiegati pubbliċi’;

as determined by management from time to time, shall be placed on the next best step of Salary Scale 12 upon presentation of certificate of qualification. Employees shall furthermore be entitled to progress to salary scale 11 upon having carried out 3 years of satisfactory service in salary scale 12 as Customer Care Officer.

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

Duties

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

- i. Welcomes, greets and builds sustainable relationships and trust with customers;
- ii. Identifies and assesses customers' needs and addresses client requests in a manner that helps achieve client satisfaction and exceed their expectations;
- iii. Handles customer queries and provides appropriate solutions, alternatives, follow-ups to resolution;
- iv. Provides accurate, valid and complete information by using the right methods/tools;
- v. Develops, processes and maintains customer accounts, keeping a record of all actions;
- vi. Works as a team member and ensures coordination and continuity of work activities internally and fosters reliable networks with stakeholders;
- vii. Reviews work processes and collates internal and external feedback and makes recommendations to the team and superiors to innovatively improve the efficiency and effectiveness of the customer care function and the customer experience;
- viii. Follows established policies, procedures and guidelines. Cross-check work processes of junior staff and ensures that work systems are well maintained as per established standard operating procedures and KPIs. Where in difficulty, seeks guidance from the responsible Officer;
- ix. Raises awareness and ensures implementation of Directive 4-1 ‘Standards for service of excellence offered by the public administration to the public and to public employees’;

x. Johloq u jżomm rapporti dwar l-interazzjonijiet tal-klienti u t-tixrid tad-dokumentazzjoni permezz tal-kanali tal-komunikazzjonijiet stabbiliti;

xi. Jiprovdi appoġġ amministrattiv lis-superjuri/management kif jista' jkun meħtieġ;

xii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiii. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiema; jew

c. cittadini ta' kwalunkwe paxxu jaġiż iehor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minhabba li jkunu jaġġikkaw għal dak il-paxxu b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' paxxu jaġiż 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 (Cittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' cittadini ta' paxxu jaġiż 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-Enerġija Atomika'.

x. Creates and maintains reports about customer interactions and disseminating documentation through the established communication channels;

xi. Provides administrative support to superiors/management as may be required;

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

xiii. 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 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 or 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 ħdan l-Aġenċija Komunità Malta u tat-Taqsima tal-Espatrijati fi ħdan Identità skont il-ħtieġa fl-interpretażżoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-kažijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaċi jikkomunikaw bil-Maltu u l-Ingliz;

iii. li jkunu fil-pussess ta' certifikat rilevanti rikonoxxut f'Livell 4 tal-MQF (suġġetta għal minimu ta' 120 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy jew Management jew Riżorsi Umani jew Tahrig u Żvilup jew Amministrazzjoni Pubblika jew Politika Soċjali jew Kommunikazzjoni jew Soċjologija.

*Kwalifika rikonoxxuta komparabbli ma' 120 krettu ECTS/ECVET, hekk kif applikabbli hija accetta biss suggett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tīgħi sottomessa mal-applikazzjoni.

Uffiċjali pubblici 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'pozizzjoni definita, iżda jistgħu japplikaw għal grad/pozizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal-ħatra preċedenti mhux ikkonfermata mhix jekk possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbu formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet generali (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 fazi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jīġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintla haqq, il-ħatra, għal din ir-ragħġi, tīgħi awtomatikament terminata.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitħab hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-gheluq tas-sejħa għall-applikazzjoni. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjoni jiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħħom

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 a relevant recognised MQF Level 4 Certificate (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Public Policy or Management or Human Resources or Training and Development or Public Administration or Social Policy or Communications or Sociology.

*A recognised qualification comparable to 120 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 (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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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

mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbi għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3. Uffiċjali pubblici li għandhom grad fi klassi partikolari, u li nghataw il-ħatra ta' Officer in Scale permezz ta' deciżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad oħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċjali li għandhom tali grad oħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħi il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

Kwalunkwe kriterju iehor ta' eligibbli għall-post irid jiġi sodisfatt skont din is-sejħa għall-applikazzjonijiet.

4.4 Uffiċjali pubblici li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq baži personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatamente preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew oħla minn, dak li hu meħtieg minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodis faww is-snin meħtiega ta' ‘servizz fil-grad’ kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunke rekwiżit iehor ta' eligibbli għall-post/pozizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduu certifikat 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

other designate 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 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 Office 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

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.

Proċeduri tal-Ġhażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima ġħal dan il-proċess tal-ġhażla 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 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sejjjoni tar-Reklutagg, Ministeru għ-Transport, l-Infrastruttura u x-Xogħliljet Pubblici permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipprodu ċertifikat tal-kondotta li tali dokument irid ikun maħruġ mhux aktar minn xahar (1) qabel id-data tal-ġħalli, f'format PDF, li għandhom jintbagħtu permezz tal-portal. Id-data tal-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimħa, 1-1 ta' Marzu, 2024. Ittra elettronika ġgħidha mill-kompijuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-ġħalli jinsabu fil-provedimenti ġenerali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applikanti li ma jħallux sal-āħħar mument biex jissottemmettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaślu wara d-data u l-ħin tal-ġħeluq (i.e. applikazzjonijiet tard) ma jidher aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell oħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; pubblikazzjoni tar-riżultat;

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 4.5, 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 (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, 1st March, 2024. 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 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

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;

eżami mediku;
proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat;
acċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu acċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat tal-People Management, Ministeru għat-Trasport, l-Infrastruttura u x-Xogħliljet Pubblici, Blokk H (Ent B), Triq Antonio Maurizio Valperga, il-Furjana FRN1710. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bhala 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).

Is-16 ta' Frar, 2024

UFFIČĊU TAL-PRIM MINISTRU

Post ta' IAID Audit Associate fid-Dipartiment tal-Awditjar Intern u Investigazzjonijiet, fl-Ufficċju tal-Kabinett, fi ħdan l-Ufficċju tal-Prim Ministru

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Ufficċju tal-Prim Ministru, tilqa' applikazzjonijiet għall-post ta' IAID Audit Associate fid-Dipartiment tal-Awditjar Intern u Investigazzjonijiet, fl-Ufficċju tal-Kabinett, fi ħdan l-Ufficċju tal-Prim Ministru.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' IAID Audit Associate huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €28,273.00.

2.3 Persuna fil-grad ta' IAID Audit Associate titla' fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00) wara erbgħa (4) snin servizz fi Skala tas-Salarju 9, jekk tkun qedet dmirha b'mod sodisfaċenti, bid-deskrizzjoni tax-xogħol rispettiva aġġornata minn żmien għal żmien.

2.4 Persuna fil-grad ta' IAID Audit Associate titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 - €32,043.00) wara erbgħa (4) snin servizz fi Skala tas-Salarju 8, jekk tkun qedet dmirha b'mod sodisfaċenti, bid-deskrizzjoni tax-xogħol rispettiva aġġornata minn żmien għal żmien.

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 the People Management Directorate, Ministry for Transport, Infrastructure and Public Works, Block H (Ent B), Triq Antonio Maurizio Valperga, Floriana FRN1710. 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).

16th February, 2024

OFFICE OF THE PRIME MINISTER

Post of IAID Audit Associate in the Internal Audit and Investigations Department within the Cabinet Office, 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 IAID Audit Associate in the Internal Audit and Investigations Department, within the Cabinet Office, in 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 The salary for the post of IAID Audit Associate is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3 An IAID Audit Associate will progress to Scale 8 (€27,179.02 x €486.83 - €30,100.00) on completion of four (4) years of service in Salary Scale 9, subject to satisfactory performance with the respective job description as updated from time to time.

2.4 An IAID Audit Associate will progress to Scale 7 (€28,855.98 x €531.17 - €32,043.00) on completion of four (4) years of service in Salary Scale 8, subject to satisfactory performance with the respective job description as updated from time to time.

2.5 Impjegati fil-grad ta' IAID Audit Associate (Skala ta' Salarju 9) suġġett għal performance sodisfaċenti u mat-testija b'succcess ta' żewġ (2) modules (Essential Modules) mit-tielet parti tal-ACCA magħruf bhala 'Strategic Professional' jew l-ekwivalenti tiegħu kif rikonoxxut mill-Istitut Malti tal-Accountants ikunu intitolati għal allowance annwali ekwivalenti għaż-żieda ta' Skala ta' Salarju 8. Din l-allowance ma tibqax titħallas ladarba l-impjegat jidher għal skala ta' salarju ekwivalenti jew ogħla.

2.6 Persuna mažgħula tkun intitolata għal:

i. Performance bonus annwali sa massimu ta' 10% tas-salarju bażiku, suġġett għal Policies tal-Amministrazzjoni Centrali li jkunu fis-seħħ minn żmien għal żmien. Il-persuna magħżula li titla' għal poziżjoni ta' IAID Audit Associate fis-Skala ta' Salarju 7 skont it-termini ta' klawsola 2.4 tkun intitolata għal performance bonus sa massimu ta' 15% tas-salarju bażiku mil-ewwel ta' Jannar 2025 suġġett għal Policies tal-Amministrazzjoni Centrali li jkunu fis-seħħ minn żmien għal żmien.

ii. Minħabba n-natura tax-xogħol involut, il-persuna magħżula tista' tkun intitolata għal disturbance allowance ta' 15% tas-salarju bażiku għal kull disturb u/jew xogħol li jsir regolarmen wara l-ħinijiet normali tal-uffiċċju, u/jew xogħol ta' natura straordinarja, li jsir wara l-ħin tax-xogħol, kif ikun meħtieg mill-Management u suġġett għall-approvazzjoni tad-Direttur Generali (IAID). Din l-allowance tista' tiżdied sa 25% f'ċirkostanzi eċċeżzjonali, u bl-approvazzjoni bil-quddiem tas-Segretarju tal-Kabinett, Uffiċċju tal-Kabinett, fl-Uffiċċju tal-Prim Ministro. Id-disturbance allowance tiġi mħallsa fuq bażi ta' erba għimħat u l-persuna magħżula ma tkun intitolata għal overtime.

iii. Pro-rata responsibility allowance, stabbilita għal 25% tal-iskala tas-salarju rispettiv.

iv. Allowance supplimentari ta' 10% tal-iskala tas-salarju rispettiv għall-ewwel tliet (3) snin ta' servizz fi ħdan l-IAID. Din l-allowance tiżdied għal 25% tal-iskala tas-salarju rispettiv wara aktar minn tliet (3) snin fi ħdan l-IAID.

2.7 Persuni appuntanti jkunu intitolati għall-benefiċċji oħra u suġġetti għall-obligazzjonijiet kif stipulat fil-ftehim settorjali pertinenti bejn il-Gvern ta' Malta u l-union kompetenti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' IAID Audit Associate jinkludu li:

i. Jaqdi dmirijiet kif iggwidata mill-Att dwar l-Audit Intern u Investigazzjonijiet Finanzjarji (Kap. 461 tal-Liġijiet ta' Malta) fi ħdan id-Direttorati tal-IAID;

2.5 Employees in the grade of IAID Audit Associate (Salary Scale 9), subject to satisfactory performance and upon successful completion of two (2) modules (Essential modules) from Part III currently known as 'Strategic Professional' of the ACCA or its equivalent as recognised by the Malta Institute of Accountants shall be entitled to an annual allowance equivalent to the increment of Salary Scale 8. This allowance shall cease to be paid once the employee progresses to an equivalent or higher salary scale.

2.6 A selected candidate will also be entitled to:

i. a performance bonus of up to 10% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time. The selected candidate who progresses to the post of the of IAID Audit Associate in Salary Scale 7 in terms of para 2.4 will be entitled to a performance bonus of up to 15% of the basic salary as from 1st January 2025 subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

ii. In view of the special nature of the duties involved, a selected candidate may also be entitled to a disturbance allowance of 15% of the basic salary for any disturbance and/or work performed regularly after office hours, and/or duties of an extraordinary nature undertaken beyond office hours, as may be required by Management and subject to the approval of DG (IAID). The allowance may be increased up to 25% in exceptional circumstances and on the prior approval of the Secretary to Cabinet, Cabinet Office, within the Office of the Prime Minister. The disturbance allowance is payable on a four-weekly basis and the selected person is not entitled to overtime.

iii. A pro-rata responsibility allowance flat at 25% of the respective Salary Scale.

iv. A supplementary allowance of 10% of the respective salary scale for the first three (3) years of service within IAID. This allowance will be increased to 25% of the respective salary scale after more than three (3) years within IAID.

2.7 Appointees will be entitled to such other benefits and subject to such other conditions and obligations as stipulated in the pertinent sectorial agreement between the Government of Malta and the competent union.

Duties

3. The job duties for the post of IAID Audit Associate include:

i. Performing duties as guided by the Internal Audit and Financial Investigations Act (Cap. 461 of the Laws of Malta) within the IAID Directorate;

- ii. Iwettaq assigurazzjonijiet indipendenti u oggettivi u attivitajiet ta' konsulenza, maħsuba biex ikatru l-valur u jtejbu l-hidma tal-entitajiet awditjati, filwaqt li jgħinu l-istess entitajiet awditjati jilħqu l-għanijiet tagħhom permezz tal-introduzzjoni ta' metodi sistematici u dixxiplinati, sabiex tiġi valutata u mtejba l-effikaċċja tal-immaniġġjar tar-riskji, kontrolli u proċessi ta' governanza;
- iii. Iwettaq dawk il-funzjonijiet ta' konformita'u ta' assigurazzjoni fi ħdan Ministeri, Dipartimenti u Entitajiet tal-Gvern li jiżguraw li jiġu osservati l-kontrolli finanzjarji u kontrolli oħra relatati, kif ukoll is-sistemi, il-policies u l-proċeduri meħtieġa għall-funzjonament kif imiss ta' dawk il-ministeri, dipartimenti u entitajiet tal-Gvern;
- iv. Iwettaq dawk il-funzjonijiet ta' konformita' u ta' assikurazzjoni fuq fondi pubblici li jinkludu fondi li l-Gvern hu meħtieġ li jimmaniġġja fl-ambitu ta' obbligazzjonijiet internazzjonali li għandha Malta;
- v. Iwettaq monitoraġġ mill-vičin u b'mod regolari tal-mekkaniżmi tal-kontroll intern u l-immaniġġjar tar-riskji addottati fi ħdan l-amministrazzjoni pubblika;
- vi. Jagħmel monitoraġġ tal-aderanza mal-istandardi tal-kontroll intern u l-gwidi dwar l-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;
- vii. Jassisti lill-ufficjali anzjani tal-IAID fit-thejjija ta' reviżjonijiet u/jew assesjar tal-kontroll interni u mmaniġġjar tar-riskji fl-amministrazzjoni pubblika;
- viii. Jassisti lill-ufficjali anzjani tal-IAID fit-tnidija u l-komunikazzjoni tal-istandardi tal-kontroll intern u l-proċeduri tal-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;
- ix. Jassisti lill-ufficjali anzjani tal-IAID fit-twettiq t'investigazzjoni finanzjarja;
- x. Jassisti lill-ufficjali anzjani tal-IAID fit-twettiq ta' reviżjonijiet u evalwazzjoni ta' kontroll intern u risk management fi ħdan l-amministrazzjoni pubblika;
- xi. Jipprepara dokumenti ta' hidma relatati mal-awditjar skont l-istandardi u bżonnijiet;
- xii. Jesegwixxi cċekkjar u vverifikar skont l-istruzzjonijiet tad-Diretturi tal-IAID, IAID Senior Audit Managers, IAID Senior Managers (Compliance u Risk), IAID Senior Auditors jew IAID Executives (Compliance u Risk), kif applikabbli;
- xiii. Iwettaq kwalunkwe kompitu ieħor li is-Superjur tiegħu jista' jiddelega lilu/ha, kif ikun meħtieġ u kull xogħol ieħor kif mitluba mid-Direttur Generali, Dipartiment Awditjar Intern u Investigazzjonijiet;
- ii. Carrying out independent objective assurance and consulting activities designed to add value and improve the operations of auditees, while helping the auditee to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes;
- iii. Carrying out compliance and assurance functions within Government ministries, departments and entities that ensure that financial and other related controls, systems, policies and procedures necessary for the proper functioning of the Government ministry, department or entity are adhered to;
- iv. Carrying out compliance and assurance functions on public funds, which include funds which the Government is required to manage under Malta's international obligations;
- v. Monitoring closely and regularly the internal control mechanisms and risk management approaches adopted within the public administration;
- vi. Monitoring adherence to any internal control standards and risk management guidelines within the public administration;
- vii. Assisting senior IAID officials in the preparation of status reviews and/or assessments on risk management and internal control within the public administration;
- viii. Assisting senior IAID officials in the promulgation and communication of internal control standards and risk management;
- ix. Assisting senior IAID officials in carrying out financial investigations;
- x. Assisting senior IAID officials in carrying out any review and/or evaluation of internal control or risk management within the public administration;
- xi. Preparing audit working papers in accordance with standards and requirements;
- xii. Carrying out checks and verifications as directed by IAID Directors, IAID Senior Audit Managers, IAID Senior Managers (Compliance and Risk), IAID Senior Auditors or IAID Executives (Compliance and Risk), as applicable;
- xiii. Undertaking any other tasks, which the superior may delegate to him/her, as may be required and carries out any other work as directed by the Director General, Internal Audit and Investigations Department;

xiv. Iwettaq kull xogħol ieħor kif mitluba mis-Segretarju tal-Kabinet; u

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

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' pajiżi 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 (Cittadini ta' Pajjiżi Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' cittadini ta' pajiżi 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-Enerġiak Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-kažijiet

xiv. Carrying out any other work as directed by the Secretary to Cabinet; and

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. 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 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

fejn hija mehtiega skont l-Att dwar l-Immigrazzjoni u legizlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtiega dwar din il-materja.

ii. kapaċi jikkomunikaw bil-lingwa Maltija jew bil-lingwa Ingliza.

iii. ikollhom:

a) Part II tal-ACCA (Applied Skills plus Ethics and Professional Skills module) jew ekwivalenti tiegħu ki rikonoxxut mill-Malta Institute of Accountants;

JEW

b) Kwalifika rikonoxxuta fl-Livell 6 tal-MQF (suġġetta ġħal minimu ta' 180 krettu ECTS/ECVET je ekwivalenti*) fl-Accountancy jew Auditajar jew Public Sector Accounting.

*Kwalifika rikonoxxuta komparabbi ma' 180 krettu ECTS/ECVET, hekk kif applikabbi hija aċċettata biss suġġett ġħal dikjarazzjoni formal ta' rikonoxximent mill-MQRIC li tīgħi sottomessa mal-applikazzjoni.

Uffiċjali pubblici li jaapplikaw 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 jaapplikaw għal grad/pożizzjoni inqas anke jekk mhux ikkonfermati u irrispettivament jekk hux fl-istess linja ta' karriera jew le. Riverżjoni għal ħatra precedingi mhux ikkonfermata mhijex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1(iii)(a) u 4.1(iii)(b) 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-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintla haq, il-ħatra, għal din ir-raġuni, tīgħi awtomatikament terminata.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess il-kretti meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieg, sal-ħin u d-data tal-gheluq tas-sejħa għall-applikazzjoni. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiproduċu dikjarazzjoni jiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifiki tagħhom

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 or English languages.

iii. must be in possession of:

a) Part II : (Applied Skills plus Ethics and Professional Skills module) of the ACCA or its equivalent as recognise by the Malta Institute of Accountants.

OR

b) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Accountancy or Auditing or Public Sector Accounting.

*A recognised qualification comparable to 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. 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 (iii) (a) and 4.1 (iii) (b) or else as indicated in paragraph 3.1 of the general provisions [http://\(https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf](http://(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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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

mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbi, skont id-dispożizzjonijiet applikabbi għal din is-sejħa għall-applikazzjonijiet (ara l-holqa aktar 'l-isfel).

4.3. Uffiċjali pubblici li għandhom grad fi klassi partikolari, u li nghataw il-ħatra ta' Officer in Scale permezz ta' deciżjoni tal-Grievances Unit fl-istess skala ta' dak ta' grad ogħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħi il-ħatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Uffiċjali pubblici li bħalissa għandhom ħatra bħala Uffiċjal fil-Grad huma kkunsidrati fuq baži personali li jappartjenu għall-klassi/linja tal-grad sostantiv immedjatamentek precedingenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bħala Uffiċjal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieg minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċjal fil-Grad huma kkalkulati għall-iskop li jissodis faww is-snin meħtieġa ta' ‘servizz fil-grad’ kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunkwe rekwiżit iehor ta' eligibbiltà għall-post/ pożiżzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipproduċu certifikat tal-kondotta mahruġ 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

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 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 Office or other competent authority no 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

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.

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima ġħal dan il-proċess tal-ġħażla 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 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttor Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministr permezz tal-Portal ta'Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Marzu, 2024. Ittra elettronika ġgħidha mill-kompjuter tintbagħha bħala 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 jħallux sal-āħħar mument biex jissottemmettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaġslu wara d-data u l-ħin tal-ġħeluq (i.e. applikazzjonijiet tard) ma jidher aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell oħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; pubblikazzjoni tar-riżultat;

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 4.5, 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 (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, 1st March, 2024. 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 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

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;

eżami mediku;
proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
aċċess għall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Uffiċċju tal-Prim Ministro, Berga ta' Kastilja, Belt Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<http://www.opm.gov.mt>) u (human-resources.opm@gov.mt).

Is-16 ta' Frar, 2024

UFFIĊĊU TAL-PRIM MINISTRU

Post ta' IAID Junior Executive (Compliance and Risk) fid-Dipartiment tal-Awditjar Intern u Investigazzjonijiet, fl-Uffiċċju tal-Kabinett, fi ħdan l-Uffiċċeu tal-Prim Ministro

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

1. Id-Direttur (Finanzi u Amministrazzjoni), Uffiċċju tal-Prim Ministro, tilqa' applikazzjonijiet għall-post ta' IAID Junior Executive (Compliance and Risk) fid-Dipartiment tal-Awditjar Intern u Investigazzjonijiet, fl-Uffiċċju tal-Kabinett, fi ħdan l-Uffiċċeu tal-Prim Ministro.

Termini u Kundizzjonijiet

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

2.2 Is-salarju ta' IAID Junior Executive (Compliance and Risk) huwa ta' Skala ta' Salarju 9, li fis-sena 2024 huwa ta' €25,589.02 fis-sena, li jiżdied b'€447.33 fis-sena sa-massimu ta' €28,273.00.

2.3 Persuna fil-grad ta' IAID Junior Executive (Compliance and Risk) titla' fi Skala ta' Salarju 8 (€27,179.02 x €486.83 - €30,100.00) wara erbgħa (4) snin servizz fi Skala tas-Salarju 9, jekk tkun qdiet dmirha b'mod sodisfaċenti, bid-deskrizzjoni tax-xogħol rispettiva aġġornata minn żmien għal-żmien.

2.4 Persuna fil-grad ta' IAID Junior Executive (Compliance and Risk) titla' fi Skala ta' Salarju 7 (€28,855.98 x €531.17 -

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 [http://\(https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf](http://(https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_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 Directorate are (<http://www.opm.gov.mt>) and (human-resources.opm@gov.mt).

16th February, 2024

OFFICE OF THE PRIME MINISTER

Post of IAID Junior Executive (Compliance and Risk) in the Internal Audit and Investigations Department within the Cabinet Office, 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 IAID Junior Executive (Compliance and Risk) in the Internal Audit and Investigations Department, within the Cabinet Office, in 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 The salary for the post of IAID Junior Executive (Compliance and Risk) is Salary Scale 9, which in the year 2024 is equivalent to, €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3 An IAID Junior Executive (Compliance and Risk) will progress to Scale 8 (€27,179.02 x €486.83 - €30,100.00) on completion of four (4) years of service in Salary Scale 9, subject to satisfactory performance with the respective job description as updated from time to time.

2.4 An IAID Junior Executive (Compliance and Risk) will progress to Scale 7 (€28,855.98 x €531.17 - €32,043.00)

€32,043.00) wara erbgħa (4) snin servizz fi Skala tas-Salarju 8, jekk tkun qdiet dmirha b'mod sodisfaċenti, bid-deskrizzjoni tax-xogħol rispettiva aġġornata min żmien għal żmien.

2.5 Persuna mażgħula tkun intitolata għal:

i. Performance bonus annwali sa massimu ta' 10% tas-salarju bażiku, suġġett għal Policies tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien. Il-persuna magħżula li titla' għal poziżżjoni ta' IAID Junior Executive (Compliance and Risk) fis-Skala ta' Salarju 7 skont it-termini ta' klaw sola 2.4 tkun intitolata għal performance bonus sa massimu ta' 15% tas-salarju bażiku mil-ewwel ta' Jannar 2025 suġġett għal Policies tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

ii. Minħabba n-natura tax-xogħol involut, il-persuna magħżula tista' tkun intitolata għal disturbance allowance ta' 15% tas-salarju bażiku għal kull disturb u/jew xogħol li jsir regolarmen wara l-ħinijiet normali tal-uffiċċju, u/jew xogħol ta' natura straordinarja, li jsir wara l-ħin tax-xogħol, kif ikun meħtieġ mill-Management u suġġett għall-approvazzjoni tad-Direttur Ġenerali (IAID). Din l-allowance tista' tiżid sa 25% f'ċirkostanzi eċċeżzjonali, u bl-approvazzjoni bil-quddiem tas-Segretarju tal-Kabinet, Uffiċċju tal-Kabinet, fl-Uffiċċju tal-Prim Minister. Id-disturbance allowance tiegħi mhalla fuq baži ta' erba għimġħat u l-persuna magħżula ma tkunx intitolata għal overtime.

iii. Pro-rata responsibility allowance, stabbilita għal 25% tal-iskala tas-salarju rispettiv.

iv. Allowance supplimentari ta' 10% tal-iskala tas-salarju rispettiv għall-ewwel tliet (3) snin ta' servizz fi ħdan l-IAID. Din l-allowance tiżid għal 25% tal-iskala tas-salarju rispettiv wara aktar minn tliet (3) snin fi ħdan l-IAID.

2.6 Persuni appuntanti jkunu intitolati għall-benefiċċċi oħra u suġġetti għall-obligazzjonijiet kif stipulat fil-ftehim settorjali pertinenti bejn il-Gvern ta' Malta u l-union kompeti.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' IAID Junior Executive (Compliance and Risk) jinkludu li:

i. Jaqdi dmirijiet kif iggwidat mill-Att dwar l-Auditjar Intern u Investigazzjonijiet Finanzjarji (Kap. 461 tal-Liġi jiet ta' Malta) fi ħdan id-Direttorati tal-IAID;

ii. Iwettaq assigurazzjonijiet indipendenti, u ogħġetti u attivitajiet ta' konsulenza, maħsuba biex ikattru l-valur u jtejbu l-operat tal-entitajiet awditjati, filwaqt li jgħinu l-istess entitajiet awditjati jilħqu l-ghajnejiet tagħhom permezz tal-

on completion of four (4) years of service in Salary Scale 8, subject to satisfactory performance with the respective job description as updated from time to time.

2.5 A selected candidate will also be entitled to:

i. a performance bonus of up to 10% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time. The selected candidate who progresses to the post of the of IAID Junior Executive (Compliance and Risk) in Salary Scale 7 in terms of para 2.4 will be entitled to a performance bonus of up to 15% of the basic salary as from 1st January 2025 subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

ii. In view of the special nature of the duties involved, a selected candidate may also be entitled to a disturbance allowance of 15% of the basic salary for any disturbance and/or work performed regularly after office hours, and/or duties of an extraordinary nature undertaken beyond office hours, as may be required by Management and subject to the approval of DG (IAID). The allowance may be increased up to 25% in exceptional circumstances and on the prior approval of the Secretary to Cabinet, Cabinet Office, within the Office of the Prime Minister. The disturbance allowance is payable on a four-weekly basis and the selected person is not entitled to overtime.

iii. A pro-rata responsibility allowance flat at 25% of the respective Salary Scale.

iv. A supplementary allowance of 10% of the respective salary scale for the first three (3) years of service within IAID. This allowance will be increased to 25% of the respective salary scale after more than three (3) years within IAID.

2.6 Appointees will be entitled to such other benefits and subject to such other conditions and obligations as stipulated in the pertinent sectorial agreement between the Government of Malta and the competent union.

Duties

3. The job duties for the post of IAID Junior Executive (Compliance and Risk) include:

i. Performing duties as guided by the Internal Audit and Financial Investigations Act (Cap. 461 of the Laws of Malta) within the IAID Directorates;

ii. Carrying out independent objective assurance and consulting activities designed to add value and improve the operations of auditees, while helping the auditee to accomplish its objectives by bringing a systematic, disciplined

introduzzjoni ta' metodi sistematici u dixxiplinati, sabiex tigi valutata u mtejba l-effikaċja tal-immaniġġjar tar-riskji, kontrolli u proċessi ta' governanza;

iii. Iwettaq dawk il-funzjonijiet ta' konformita'u ta' assigurazzjoni fi ħdan Ministeri, Dipartimenti u Entitajiet tal-Gvern li jiżguraw li jiġu osservati l-kontrolli finanzjarji u kontrolli oħra relatati, kif ukoll is-sistemi, il-policies u l-proċeduri meħtieġa għall-funzjonament kif imiss ta' dawk il-ministeri, dipartimenti u entitajiet tal-Gvern;

iv. Iwettaq dawk il-funzjonijiet ta' konformita' u ta' assikurazzjoni fuq fondi pubblici, li jinkludu fondi li l-Gvern hu meħtieġ li jimmaniegħha fl-ambitu ta' obbligazzjonijiet internazzjonali li għandha Malta;

v. Iwettaq monitoraġġ mill-vičin u b'mod regolari tal-mekkaniżmi tal-kontroll intern u l-immaniġġjar tar-riskji addottati fi ħdan l-amministrazzjoni pubblika;

vi. Jagħmel monitoraġġ tal-aderanza mal-istandardi tal-kontroll intern u l-gwidi dwar l-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;

vii. Jassisti lill-uffiċjali anzjani tal-IAID fit-thejjija ta' reviżjonijiet u/jew evalwazzjoni tal-immaniġġjar tar-riskji u tal-kontrolli interni fl-amministrazzjoni pubblika;

viii. Jassisti lill-uffiċjali anzjani tal-IAID fit-tnidija u l-komunikazzjoni tal-istandardi tal-kontroll intern u l-proċeduri tal-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;

ix. Jassisti lill-uffiċjali anzjani tal-IAID fit-twettiq ta' investigazzjoni finanzjarja;

x. Jassisti lill-uffiċjali anzjani tal-IAID fit-twettiq ta' reviżjonijiet u/jew assessjar ta' kontroll intern u risk management fi ħdan l-amministrazzjoni pubblika;

xi. Jipprepara dokumenti ta' hidma relatati mal-awditjar skont l-istandardi u bżonnijiet;

xii. Jesegwixxi cċekkjar u vverifikar skont l-istruzzjonijiet tad-Diretturi tal-IAID, IAID Senior Audit Managers, IAID Senior Managers (Compliance u Risk), IAID Senior Auditors jew IAID Executives (Compliance u Risk), kif applikabbli;

xiii. Iwettaq kwalunkwe kompit u ieħor li is-superjur tiegħu jista' jiddelega lilu/ha, kif ikun meħtieġ u kull xogħol ieħor kif mitluba mid-Direttur Ģenerali, Awditjar Intern u Investigazzjonijiet;

xiv. Iwettaq kull xogħol ieħor kif mitlub mis-Segretarju tal-Kabinett;

approach to evaluate and improve the effectiveness of risk management, control and governance processes;

iii. Carrying out compliance and assurance functions within Government ministries, departments and entities that ensure that financial and other related controls, systems, policies and procedures necessary for the proper functioning of the Government ministry, department or entity are adhered to;

iv. Carrying out compliance and assurance functions on public funds, which include funds which the Government is required to manage under Malta's international obligations;

v. Monitoring closely and regularly the internal control mechanisms and risk management approaches adopted within the public administration;

vi. Monitoring adherence to any internal control standards and risk management guidelines within the public administration;

vii. Assisting senior IAID officials in the preparation of status reviews and/or assessments on risk management and internal control within the public administration;

viii. Assisting senior IAID officials in the promulgation and communication of internal control standards and risk management;

ix. Assisting senior IAID officials in carrying out financial investigations;

x. Assisting senior IAID officials in carrying out any review and/or evaluation of internal control or risk management within the public administration;

xi. Preparing audit working papers in accordance with standards and requirements;

xii. Carrying out checks and verifications as directed by IAID Directors, IAID Senior Audit Managers, IAID Senior Managers (Compliance and Risk), IAID Senior Auditors or IAID Executives (Compliance and Risk), as applicable;

xiii. Undertaking any other tasks, which the superior may delegate to him/her, as may be required and carries out any other work as directed by the Director General, Internal Audit and Investigations Department;

xiv. Carrying out any other work as directed by the Secretary to Cabinet;

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

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- i. a. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew
- c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' pajiżi terzi li jkunu nghataw 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 (Cittadin ta' Pajjiżi Terzi)', jew li jkunu nghataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajiżi terzi li jkunu nghataw 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-Irland ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-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 teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

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. 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 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. kapaċi jikkomunikaw bil-lingwa Maltija jew dik Inglīza.

iii. a) ikollhom degree ta' Baċċellerat rikonoxxuta f'Livell 6 tal-MQF (suġġetta għal minimu ta' 180 krettu ECTS/ECVET, jew ekwivalenti*) fil-Management Studies jew Business Studies jew Accountancy jew Auditing jew Public Policy jew Kummerċ jew Ekonomija jew Risk Management jew Statistikà jew Banking u Finanzi je Procurement jew Public Projects jew Public Sector Accounting;

JEW

(b) Ikollhom kwalifika professionali rikonoxxuta komparabbi fil-Livell 6 tal-MQF fil-Management Studies je Business Studies jew Accountancy jew Auditing jew Public Policy jew Kummerċ jew Ekonomija jew Ris Management jew Statistikà jew Banking u Finanzi jew Procurement jew Public Projects jew Public Sector Accounting.

*Kwalifika rikonoxxuta komparabbi ma' 180 krettu ECTS/ECVET, hekk kif applikabbli hija aċċettata biss suġġe għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tiġi sottomessa mal-applikazzjoni. jikkomunikaw bil lingwa Maltija jew dik Inglīza.

Uffiċjali pubblici 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 precedingi mhux ikkonfermata mhijiex possibbli.

4.2 (i) Aktar minn hekk, kandidati li għadhom ma kisbu formalment jew għadhom mhux approvati għall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1(iii)(a) u 4.1(iii)(b) 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-ħħar fażi tal-kors li jwassal għall-ġħoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħhaq, il-ħatra, għal din ir-ragħuni, tiġi awtomatikament terminata.

(ii) Kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħġla minn dak mitħlu hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'success il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieġ, sal-ħin u d-data tal-ġħeluq tas-sejħha għal applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jipproduċu dikjarazzjoni jiet ta'

ii. able to communicate in Maltese or English language.

iii. (a) in possession of a recognised Bachelors Degree qualification at MQF Level 6 (subject to a minimum of 18 ECTS/ECVET credits, or equivalent*) in Management Studies, or Business Studies, or Accountancy, Auditing, or Public Policy or Commerce or Economics or Risk Management or Statistics or Banking and Finance or Procurement or Public Projects or Public Sector Accounting;

OR

(b) in possession of a recognised comparable professional qualification at MQF Level 6 in Management Studies, or Business Studies, or Accountancy, or Auditing, or Public Policy or Commerce or Economics or Risk Management or Statistics or Banking and Finance or Procurement or Public Projects or Public Sector Accounting.

*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. Able to communicate in Maltese or English language.

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 (iii) (a) and 4.1 (iii) (b) 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. 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

rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id dispożizzjonijiet applikabbi għal din is-sejħa għall-applikazzjonijiet (ara l-holqa aktar 'I ifsel).

4.3. Ufficijali pubblici 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 ogħla fl-istess klassi, huma eligibbli li japplikaw għal gradi miftuha għal uffiċċiali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' Officer in Scale.

Is-snin ta' servizz mid-data ta' meta daħlet fis-seħħi il-hatra bħala Officer in Scale jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħa għall-applikazzjonijiet.

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

4.4 Ufficijali pubblici li bħalissa għandhom ħatra bħala Ufficijal fil-Grad huma kkunsidrati fuq bażi personali l-jappartjenu għall-klassi/linja tal-grad sostantiv immedjatamente preċedenti tagħhom, u jistgħu japplikaw fuq il-baži tal-iskala kurrenti tagħhom bħala Ufficijal fil-Grad, li għandha tkun ekwivalenti għal, jew ogħla minn, dak li hu meħtieg minn din is-sejħa għall-applikazzjonijiet.

Is-snin ta' servizz mid-data effettiva tal-ħatra bħala uffiċċjal fil-Grad huma kkalkulati għall-iskop li jissodis faww-is-snin meħtiega ta' ‘servizz fil-grad’ kif stipulat fis-sejħiet għall-applikazzjonijiet.

Kwalunkwe rekwizit iehor ta' eligibbiltà għall-post/pozizzjoni għandu jintlaħaq f'termini ta' din is-sejħa għall-applikazzjonijiet.

4.5 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jipprodu ċertifikat tal-kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali je 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutagg (https://recruitment.gov.mt).

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

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 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 Office 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

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.

Proċeduri tal-Ġhażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima ġħal dan il-proċess tal-ġhażla 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 4.5, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-Applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tas-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Ufficċju tal-Prim Ministro, permezz tal-Portal ta'Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġikkaw minn barra s-Servizz Pubbliku għandhom jipprodu 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ğimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġgħidha mill-kompijuter tintbagħha bħala 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 jħallux sal-āħħar mument biex jissottemmettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaślu wara d-data u l-ħin tal-ġħeluq (i.e. applikazzjonijiet tard) ma jīgħix aċċettati.

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notifika, liema tiġi l-āħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell oħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; pubblikazzjoni tar-riżultat; eżami mediku;

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 4.5, 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 (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, 1st March, 2024. 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 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

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;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat; access għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti,

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mis-Sezzjoni tal-People Management, Direttorat Finanzi u Amministrazzjoni, Ufficċju tal-Prim Ministro, Berga ta' Kastilja, Belt Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<http://www.opm.gov.mt>) u (human-resources.opm@gov.mt).

Is-16 ta' Frar, 2024

MINISTERU GHALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Manager I fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

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

1. Is-Segretarju Permanenti, Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, jilqa' applikazzjonijiet għall-post ta' Manager I fil-Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tħax-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 Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager I huwa ta' Skala ta' Salarju 10, li fis-sena 2024 huwa ekwivalenti għal €24,085.98 fis-sena, li jiżdied b' €407.67 fis-sena sa massimu ta' €26,532.00.

2.4 Persuna fil-grad ta' Manager I fi Skala ta' Salarju 10 titla' sa Skala ta' Salarju 7, li fis-sena 2024 huwa ekwivalenti għal €28,855.98 fis-sena, li jiżdied b' €531.17 fis-sena sa massimu ta' €32,043.00 wara għaxar (10) snin servizz bħala Manager I fi Skala ta' Salarju rispettiv, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni mahtura jkunu intitolati wkoll għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 10% tas-

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 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 Directorate are (<http://www.opm.gov.mt>) and (human-resources.opm@gov.mt).

16th February, 2024

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Manager I in the Ministry for Justice and Reform of the Construction Sector

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice and Reform of the Construction Sector, invites applications for the post of Manager I in the Ministry for Justice and Reform of the Construction Sector.

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 2024 is equivalent to €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7, which in year 2024 is equivalent to €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00 on completion of ten (10) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of

salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-Amministrazzjoni Ċentrali li jkunu fis-seħħ minn żmien għal żmien.

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

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

Dmirijiet

3. Id-dmirijiet għall-post ta' Manager I jinkludu li:

- i. Jassisti fit-tfassil ta' abbozzi u janalizza l-politiki u l-proġetti li jsiru mill-Ministeru;
- ii. Jassisti fil-kordinazzjoni ġenerali tal-avvenimenti u l-immaniġġjar u l-implimentazzjoni tal-politiki u l-proġetti mwettqa mill-Ministeru;
- iii. Jassisti fil-ġbir ta' data relatata mal-Ğustizzja u proġetti oħra ta' riċerka mwettqa mill-Ministeru;
- iv. Jattendi u jirrappreżenta lill-pajjiż waqt laqgħat, seminars, kumitat, laqgħat ta' gruppi ta' esperti u pjattaformi ta' diskussjoni fuq livell Ewropew u internazzjonali, li jsiru kemm lokalment kif ukoll barra minn Malta;
- v. Jassisti fl-iżvilupp ta' pjaniżiet ta' hidma, inkluži dati ta' skadenza u miri tal-politiki u l-proġetti li qed jitwettqa mill-Ministeru;
- vi. Jipprovd i-l-assistenza meħtieġa fit-tfassil ta' rapporti, Briefing/Instruction/Background Notes, Memoranda ta' Spiegazzjoni, Memoranda tal-Kabinett, Formoli ta' Valutazzjoni tal-Impatt, proceduri u politiki, kif jista' jkun meħtieġ;
- vii. Jassisti fl-analiżi u l-kumpilazzjoni ta' risposti li jindirizzaw l-obbligi ta' rappurtar nazzjonali li johorġu minn fora Ewropej kif ukoll internazzjonali;
- viii. Jagħti support lid-Direttorat biex jiżgura l-akbar effiċjenza fl-eżekuzzjoni, l-evalwazzjoni u t-tqassim ta' politiki u proġetti sabiex ikollhom livell ta' kwalità meħtieġa;
- ix. Iżomm ruħu aġġornat ma' dak li qed jiġri fi ħdan l-Unjoni Ewropea, il-Kunsill tal-Ewropa u fora kif ukoll organizzazzjonijiet internazzjonali oħra fil-qasam tal-ġustizzja;

their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

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

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

Duties

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

- i. Assists in the drafting and analyses of policies and projects undertaken by the Ministry;
- ii. Assists in the overall co-ordination of events and the management and implementation of policies and projects undertaken by the Ministry;
- iii. Assists in the collation of Justice related data and other research projects undertaken by the Ministry;
- iv. Attends and represents the country during European-level and international meetings, seminars, committees, expert group meetings and discussion platforms, held both locally and abroad;
- v. Assists in the development of work plans, including timelines and targets of the policies and projects undertaken by the Ministry;
- vi. Provides the necessary assistance in drawing up of reports, Briefing/Instruction/Background Notes, Explanatory Memoranda, Cabinet Memoranda, Impact Assessment Forms, procedures and policies, as may be required;
- vii. Assists in the analysis and compilation of replies addressing national reporting obligations emerging from European as well as international fora;
- viii. Supports the Directorate in ensuring maximum efficiency in the successful execution, evaluation and dissemination of policies and projects to required quality standards;
- ix. Keeps up to date with what is happening within the European Union, Council of Europe and other international fora as well as organisations in the area of justice;

- x. Jassisti fil-kordinazzjoni tal-kompeti relatati mar-riżultati tal-laqgħat imhejja minn dawn l-istituzzjonijiet Ewropej u internazzjonali, inkluż iċ-ċirkolazzjoni tad-dokumenti li jaslu minn tali istituzzjonijiet lid-Dipartimenti/Direttorati/entitajiet rilevanti;
- xi. Jassisti lid-Direttorat fl-iżvilupp, il-kordinazzjoni, il-ġbir u ż-żamma aġġornata tal-pozizzjonijiet nazzjonali li għandhom jittieħdu waqt żjarat fil-pajjiż, sessjonijiet ta' grilling kif ukoll politiki u progetti li l-Ministeru huwa responsabbli għalihom;
- xii. Jgħin biex il-Ministeru jinżamm infurmat dwar l-aktar kwistjonijiet importanti li jkunu qed jiġu diskussi fil-fora Ewropej u internazzjonali;
- xiii. Iwettaq riċerka dwar suġġetti relatati, inkluża riċerka legali, kif meħtieg u jghaddi l-istess riċerka jew kwalunkwe rapporti u informazzjoni oħra lill-management superjur u kwalunkwe entità interna jew esterna li hi rilevanti;
- xiv. Kwalunkwe kompitu ieħor li d-Direttur rispettiv u s-Segretarju Permanenti, MJR jistgħu jiddelegaw lilu/ha, kif jista' jkun meħtieg;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.
- Rekwiziti tal-Eligibbiltà**
- 4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:
- i. a. cittadini ta' Malta; jew
 - b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
 - c. cittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd ġħal trattament ugħwali daqs cittadini 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 dwar iċ-ċaqliq hieles tal-haddiema; jew
 - d. kwalunkwe persuni oħra li għandhom jedd ġħal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familiali 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
 - e. cittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal zmien twil f'Malta taħt ir-
- x. Assists in the coordination of the tasks related to the outcomes of the meetings held by these European and international institutions, including the circulation of documents received from such institutions to the relevant Departments/Directorates/entities;
- xi. Assists the Directorate in developing, coordinating, collating and keeping updated the national positions to be taken during country visits, grilling sessions as well as policies and projects that the Ministry is responsible for;
- xii. Assists in keeping the Ministry briefed about the most important issues being discussed in European and in international fora;
- xiii. Conducts research on related topics, including legal research, as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;
- xiv. Undertakes any other tasks, which the respective Director and Permanent Secretary, MJR may delegate to him/her, as may be required;
- 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. 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

regolament 4 tar-Regolamenti tal-2006 dwar Status ta' Residenti li joqogħdu għal Žmien Twil (Cittadini 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-Enerġija Atomika'.

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

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-htieġa dwar din il-materja.

ii. ikunu profiċjenți fil-lingwa Maltija u fil-lingwa Ingliza.

U

iii. ikollhom degree ta' Baċċellerat rikonoxxuta f'Livell 6 tal-MQF (sugġetta għal minimu ta' 180 krettu ECTS/ECVET jew ewkvalenti*) fil-Public Policy, jew Diplomatic Studies, jew Economics, jew International Affairs, jew International Relations, jew European Studies, jew Mediterranean Studies, jew Law, jew Legal Studies, jew Social Policy, jew Sociology, jew Project Management, jew Politics and Governance, jew Management Studies, jew Business Administration, jew Strategic Management, jew Evidence-Based Management, jew Quality Assurance Management, jew Creativity and Innovation, jew f'oqsma rilevanti kif determinat mill-Maniġment.

*Kwalifika rikonoxxuta komparabbi ma' 180 krettu ECTS/ECVET, hekk kif applikabbi hija accettata biss suġġett għal dikjarazzjoni formali ta' rikonoxximent mill-MQRIC li tīgħi sottomessa mal-applikazzjoni.

Ufficijal 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 precedingi mhux ikkonfermata mhix possibbli.

'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 Bachelors degree at MQF Level 6 (subject to a minimum of 18 ECTS/ECVET credits, or equivalent*) in Public Policy, or Diplomatic Studies, or Economics, or International Affairs, or International Relations, or European Studies, or Mediterranean Studies, or Law, or Legal Studies or Social Policy, or Sociology, or Project Management, or Politics and Governance, or Management Studies, or Business Administration, or Strategic Management, or Evidence-Based Management, or Quality Assurance Management, or Creativity and Innovation, or in relevant areas as determined by 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) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifikasi msemmija hawn fuq xorta jiġu kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati ghall-ghoti tal-kwalifika inkwistjoni.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'Livell tal-MQF oħla minn dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'sucess il-kretti meħtieġa tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-Livell tal-MQF meħtieġ, sal-hin u d-data tal-għeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa 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-dispozizzjonijiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifka ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalih saret l-applikazzjoni. Filwaqt li dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiproduċi certifikat tal-kondotta mahruġ 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

5.1 Il-kwalifikasi 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 ta' Reklutagg (https://recruitment.gov.mt).

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

Proċeduri tal-Għażla

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

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 designate 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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 s a 4.4, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

Sottomissjoni tal-Applikazzjonijiet

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-Gustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal ta' Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jiiprodu ġertifikat 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 1-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Ğimħa, 1-1 ta' Marzu, 2024. Ittra elettronika ġgħidha mill-komputer tintbagħaq bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispozizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-gheluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tīgi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispozizzjonijiet Ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrați b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendenti; pubblikazzjoni tar-riżultat; eżami mediku; proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat; aċċess għall-formola tal-applikazzjoni u dettalji relatati; żamma ta' dokumenti;

jistgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20

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 Director Corporate Services, Ministry for Justice and Reform of the Construction Sector, 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, 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20

Provisions_MT.pdf) jew jinkisbu mid-Direttorat Servizzi Korporattivi, Ministeru ghall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-diżpożizzjonijet ġenerali għandhom jiġu meqjusa bhala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-Direttorat huma (<http://www.justice.gov.mt>) u (recruitment.justice@gov.mt).

Is-16 ta' Frar, 2024

MINISTERU GHALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI

Post ta' Manager II fil-Ministeru ghall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni

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

1. Is-Segretarju Permanent, Ministeru ghall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, jilqa' applikazzjonijiet għall-post ta' Manager II fil-Ministeru ghall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni.

Termini u Kundizzjonijiet

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

2.2 Waqt il-perjodu ta' probation/prova, dawk appuntati jridu jkunu temmew b'success kors ta' induzzjoni offrut mill-Istitut għas-Servizzi Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fis-sena 2024 huwa ekwivalenti għal €28,855.98 fis-sena, li jiżdied b' €531.17 fis-sena sa massimu ta' €32,043.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6, li fis-sena 2024 huwa ekwivalenti għal €30,626.02 fis-sena, li jiżdied b' €596.33 fis-sena sa massimu ta' €34,204.00 wara tliet (3) snin servizz bhala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni maħtura jkunu wkoll intitolati għal īlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiku tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-Amministrazzjoni Ċentrali li jkunu fis-seħħi minn żmien.

2.6 Mhux se jkun possibbli li jintalab trasferiment qabel perjodu ta' sentejn (2) mill-ħatra. Hekk kif jiskadi l-imsemmi

Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. 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.justice.gov.mt>) and (recruitment.justice@gov.mt).

16th February, 2024

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR

Post of Manager II in the Ministry for Justice and Reform of the Construction Sector

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice and Reform of the Construction Sector, invites applications for the post of Manager II in the Ministry for Justice and Reform of the Construction Sector.

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 2024 is equivalent to €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6, which in the year 2024 is equivalent to €30,626.02 per annum, rising by annual increments of €596.33 up to a maximum of €34,204.00 on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 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 subject to Central Administration's policies in force from time to time.

2.6 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a

perjodu ta' sentejn (2), dawk appuntati jistgħu jiġu biss trasferiti fuq talba tagħhom sabiex jaqdu dmirijiet xi mkien ieħor skont il-postijiet vakanti stabbiliti.

2.7 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

Dmirijiet

3. Id-dmirijiet għall-post ta' Manager II jinkludu li:

i. Ifassal abbozzi u janalizza l-politiki u l-proġetti li jsiru mill-Ministeru;

ii. Jassisti fl-immaniġġjar u l-implimentazzjoni ġenerali tal-politiki u l-proġetti mwettqa mill-Ministeru;

iii. Jattendi u jirrappreżenta lill-pajjiż waqt laqgħat, seminars, kumitati, laqgħat ta' gruppi ta' esperti u pjattaformi ta' diskussjoni fuq livell Ewropew u internazzjonali, li jsiru kemm lokalment kif ukoll barra minn Malta;

iv. Jiżviluppa pjanijiet ta' hidma, inkluži dati ta' skadenza u miri tal-politiki u l-proġetti li qed jitwettqu mill-Ministeru;

v. Ifassal rapporti, Briefing/Instruction/Background Notes, Memoranda ta' Spiegazzjoni, Memoranda tal-Kabinett, Formoli ta' Valutazzjoni tal-Impatt, proċeduri u politiki, kif jista' jkun meħtieġ;

vi. Jassisti fl-analizi u l-kumpilazzjoni ta' risposti li jindirizzaw l-obbligi ta' rappurtar nazzjonali li johorgu minn fora Ewropej kif ukoll internazzjonali;

vii. Jiżgura l-akbar effiċjenza fl-eżekuzzjoni, l-evalwazzjoni u t-tqassim ta' politiki u proġetti sabiex ikollhom livell ta' kwalità meħtieġa;

viii. Iżomm ruħu aġġornat ma' dak li qed jiġri fi ħdan l-Unjoni Ewropea, il-Kunsill tal-Ewropa u fora kif ukoll organizzazzjonijiet internazzjonali oħra fil-qasam tal-ġustizzja;

ix. Jassisti fil-kordinazzjoni tal-kompeti relatati mar-riżultati tal-laqgħat imħejja minn dawn l-istituzzjonijiet Ewropej u internazzjonali, inkluż iċ-ċirkolazzjoni tad-dokumenti li jaslu minn tali istituzzjonijiet lid-dipartimenti/direttorati/entitajiet rilevanti;

x. Jiżviluppa, jikkoordina, jiġbor, u jżomm aġġornati l-pożizzjonijiet nazzjonali li għandhom jittieħdu waqt iż-żjarat fil-pajjiż, is-sessjonijiet ta' grilling kif ukoll il-politiki u l-proġetti li l-Ministeru huwa reponsabbi għalihom;

xi. Jassisti billi jkompli jsegwi t-traspożizzjoni effettiva u l-implimentazzjoni f'waqtha tal-leġiżlazzjoni adottata fil-livell tal-UE;

two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere in accordance with established vacancies.

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

Duties

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

i. Drafts and analyses policies and projects undertaken by the Ministry;

ii. Assists in the overall management and implementation of policies and projects undertaken by the Ministry;

iii. Attends and represents the country during European-level and international meetings, seminars, committees, expert group meetings and discussion platforms, held both locally and abroad;

iv. Develops work plans, including timelines and targets of the policies and projects undertaken by the Ministry;

v. Draws up reports, Briefing/Instruction/Background Notes, Explanatory Memoranda, Cabinet Memoranda, Impact Assessment Forms, procedures and policies, as may be required;

vi. Assists in the analysis and compilation of replies addressing national reporting obligations emerging from European as well as international fora;

vii. Ensures maximum efficiency in the successful execution, evaluation and dissemination of policies and projects to required quality standards;

viii. Keeps up to date with what is happening within the European Union, Council of Europe and other international fora as well as organisations in the area of justice;

ix. Assists in the coordination of the tasks related to the outcomes of the meetings held by these European and international institutions, including the circulation of documents received from such institutions to the relevant departments/directorates/entities;

x. Develops, coordinates, collates and keeps updated the national positions to be taken during country visits, grilling sessions as well as policies and projects that the Ministry is responsible for;

xi. Assists in following up the effective transposition and timely implementation of the adopted EU level legislation;

xii. Jassisti billi jżomm il-Ministeru infurmat dwar l-aktar kwistjonijiet importanti li jkunu qed jiġu diskussi fil-fora Ewropej u internazzjonali;

xiii. Iwettaq riċerka dwar suġġetti relatati, inkluża riċerka legali, kif meħtieg u jgħaddi l-istess riċerka jew kwalunkwe rapporti u informazzjoni oħra lill-management superjuri u kwalunkwe entità interna jew esterna li hi rilevanti;

xiv. Kwalunkwe kompitu ieħor li d-Direttur rispettiv u s-Segretarju Permanenti, MJR jistgħu jiddelegaw lilu/ha, kif jista' jkun meħtieg;

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

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħalli daqs cittadini Maltin fi kwistjonijiet ta' impieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew

c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħalli daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu jaapplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq tieles tal-ħaddiem; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħalli daqs cittadini Maltin fi kwistjonijiet ta' impieg 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. cittadini ta' pajiżi 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 (Cittadini 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' pajiżi 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

xii. Assists in keeping the Ministry briefed about the most important issues being discussed in European and in international fora;

xiii. Conducts research on related topics, including legal research, as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;

xiv. Undertakes any other tasks, which the respective Director and Permanent Secretary, MJR may delegate to him/her, as may be required;

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. 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 Nationals and their Family Members in Malta in accordance with the

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 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 teħtieg il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. ikunu proficjenti fil-lingwa Maltija u fil-lingwa Ingliza.
U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Public Policy, jew Diplomatic Studies, jew Economics jew International Affairs, jew International Relations, jew European Studies, jew Mediterranean Studies, jew Law, jew Legal Studies, jew Social Policy, jew Sociology, jew Project Management, jew Politics and Governance, jew Management Studies, jew Business Administration, jew Strategic Management, jew Evidence-Based Management, jew Quality Assurance Management, jew Creativity and Innovation, jew f'oqsma rilevanti kif determinat mill-Maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija accettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tīgħi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħtija qabel l-2009) b'inqas minn 60 krettu ECTS/ECVET hija accettabbli sakemm jiġi vverifikat mill-MQRIC li l-ammont ta' xogħol huwa komparabbi ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħħom, 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.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifikasi 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 oħla minn

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 Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Public Policy, or Diplomatic Studies, or Economics, or International Affairs, or International Relations, or European Studies, or Mediterranean Studies, or Law, or Legal Studies, or Social Policy, or Sociology, or Project Management, or Politics and Governance, or Management Studies, or Business Administration, or Strategic Management, or Evidence-Based Management, or Quality Assurance Management, or Creativity and Innovation, or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to a 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 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. 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

dak mitlub hawn fuq jiġu kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomtu 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-ġħeluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikati tagħhom mill-MQRIC, jew awtorità pertinente ohra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati għall-kwalifikasi rikjesta hekk kif speċifikata fil-paragrafu 4.1 (iii) jew kif indikat f'paragrafu 3.1 tad-dispozizzjonijiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), xorta jiġu kkunsidrati, basta jibagħu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ġħoti tat-tali kwalifikasi. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifikasi sal-31 ta' Ottubru, 2024. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li jaġplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat tal-kondotta mahruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti ohra 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

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

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

Proċeduri tal-Ġħażla

6.1 L-applikanti eligibbi jiġu assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ġħażla 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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Servizzi Korporattivi, Ministeru għall-

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://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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 4.4, 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 Justice

Gustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, permezz tal-Portal ta' Reklutaggħi tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li jaġġi minn barra s-Servizz Pubbliku għandhom jipproċi ġiġi 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 Centrali Ewropew) ta' nhar il-Ğimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompiuter tintbagħi bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) ta' xogħol wara d-data tal-gheluq jew sa jumejn (2) ta' xogħol mid-data tan-notifika, liema tiġi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċi applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral;

bdil raġonevoli għall-persuni rregistrați b'diżabbiltà;

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

kwalifikati f'livell ogħla;

livell komparativ tal-impiegati tas-Settur Pubbliku;

rinunzji ta' applikazzjonijiet pendi;

pubblikazzjoni tar-riżultat; eżami mediku;

proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;

aċċess għall-formola tal-applikazzjoni u dettalji relatati;

żamma ta' dokumenti,

jiestgħu jiġi aċċessati minn (https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat Servizzi Korporattiv, Ministeru għall-Ğustizzja u r-Riforma tas-Settur tal-Kostruzzjoni, Spinola Palace Business Centre, Livell 3, Triq San Kristofru, Il-Belt Valletta VLT 1464. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

and Reform of the Construction Sector, 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, 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate, Ministry for Justice and Reform of the Construction Sector, Spinola Palace Business Centre, Level 3, Triq San Kristofru, Valletta VLT 1464. These general provisions are to be regarded as an integral part of this call for applications.

Is-sit elettroniku u indirizz elettroniku tad-Direttorat huma (<http://www.justice.gov.mt>) u (recruitment.justice@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-AGRIKOLTURA, IS-SAJD
U D-DRITTIJET TAL-ANNIMALI**

**Post ta' Manager II fil-Ministeru ghall-Agrikoltura,
is-Sajd u d-Drittijiet tal-Annimali**

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

1. Is-Segretarju Permanenti, Ministeru ghall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, jilqa' applikazzjonijiet ghall-post ta' Manager II fil-Ministeru ghall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta 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 Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Manager II huwa ta' Skala ta' Salarju 7, li fl-2024 huwa ta' €28,855.98 fis-sena, li jiżdied b'€531.17 fis-sena sa massimu ta' €32,043.00.

2.4 Persuna fil-grad ta' Manager II fi Skala ta' Salarju 7 titla' fi Skala ta' Salarju 6 (€30,626.02 x €596.33 - €32,204.00 fis-sena 2024) wara tliet (3) snin servizz bħala Manager II fi Skala ta' Salarju 7, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 Il-persuni mahtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħ minn żmien għal żmien.

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

2.7 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-pubblikkazzjoni.

The website address and email address of the receiving Directorate are (<http://www.justice.gov.mt>) and (recruitment.justice@gov.mt).

16th February, 2024

**MINISTRY FOR AGRICULTURE, FISHERIES
AND ANIMAL RIGHTS**

**Post of Manager II in the Ministry for Agriculture,
Fisheries and Animal Rights**

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Agriculture, Fisheries and Animal Rights, invites applications for the post of Manager II in the Ministry for Agriculture, Fisheries and Animal Rights.

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 2024 is €28,855.98 per annum, rising by annual increments of €531.17 up to a maximum of €32,043.00.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€30,626.02 x €596.33 - €32,204.00 in 2024) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 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 subject to Central Administration's policies in force from time to time.

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

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

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Manager II jinkludu li:
 - i. Jipprepara skeda ta' avvenimenti annwali wara li jkun ġabar l-informazzjoni neċċessarja fuq kull attivită ppjanata għal dik is-sena;
 - ii. Jissettja r-responsabbiltajiet lill-istaff involut u l-iskadenza fir-rigward tal-avvenimenti spċifici;
 - iii. Imexxi laqgħat mal-partijiet involuti, sew interni kif ukoll esterni bħala preparazzjoni għall-avvenimenti;
 - iv. Jiżgura li l-pjanijiet ta' hidma kollha inkuz il-logistika, kif ukoll il-lokalitajiet u l-provvisti meħtieġa jkunu provdu;
 - v. Jikkordina l-kampanja promottiva tal-avveniment u l-iddisinjar tal-materjal għall-riklamar;
 - vi. Jieħu īsieb l-implikazzjonijiet finanzjarji relatati mal-avveniment u jiżgura finanzjament adekwat;
 - vii. Jikkordina ma' dipartimenti, sezzjonijiet u l-kapijiet tagħhom fi ħdan il-Ministeru biex jiżgura livell għoli ta' komunikazzjoni fir-rigward ta' progetti u avvenimenti;
 - viii. Jiżgura l-eżekuzzjoni ta' rिजultati kif meħtieġ u l-andament xieraq tal-avvenimenti;
 - ix. Wara kull avveniment jagħmel analiżi neċċessarju tal-progett bħala referenza għall-futur;
 - x. Jattendi u jirrapreżenta lil Ministeru f'konferenzi, laqgħat u seminars sew lokali jew barra minn Malta;
 - xi. Jopera b'mod profiċjenti s-Sistema ta' Akkwist elettronika u jikkoordina l-preparazzjoni tal-pjan ta' akkwist tad-Dipartiment;
 - xii. Ifassal u jikkompleta d-dokumentazzjoni tal-offerti li jiżgura valur għall-flus u jivverifika li l-metodologija korretta tigħi applikata għall-offerti tal-akkwist pubbliku maħruġa f'konformità mar-regolamenti, politiki, regoli, kundizzjonijiet, linji gwida u mudelli rilevanti tal-UE u nazzjonali;
 - xiii. Kwalunkwe kompit u iehor li s-superjuri jista' jiddelega lili/ha, kif jista' jkun meħtieġ;
 - xiv. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

- 4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjoni, l-applikanti għandhom ikunu:

Duties

3. The job duties for the post of Manager II include:
 - i. Prepares a yearly schedule of events after collating all the required information on all intended activities for same year;
 - ii. Sets tasks and deadlines in relation to the specific events for the staff involved;
 - iii. Conducts meetings with all internal and external stakeholders in preparation for the events;
 - iv. Ensures that all the planning of event logistics is in place, including venues and required supplies;
 - v. Coordinates the promotional campaign for the event and the design of all advertising material;
 - vi. Deals with the financial implications related to events and ensures adequate funding;
 - vii. Liaises with departments, sections and their heads within the Ministry to ensure high level of communication in respect of projects and events;
 - viii. Ensures the execution of deliverables as necessary and the smooth-running of events;
 - ix. Conducts the necessary analysis of the project, at the conclusion of an event, for future reference;
 - x. Attends and represents the Ministry at conferences, meetings and seminars both locally and abroad;
 - xi. Operates proficiently the electronic Procurement System and coordinates the preparation of the Department's procurement plan;
 - xii. Designs and completes tender documentation that ensures value for money and verifies that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;
 - 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. cittadini ta' Malta; jew
- b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- c. cittadini ta' kwalunkwe pajiż ieħor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajiż b'leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew
- e. cittadini ta' pajiżi 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 (Cittadini ta' Pajjiżi Terzi), jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' cittadini ta' pajiżi 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-Enerġija Atomika'.
- Għandu jintalab il-parir tat-Taqsima taċ-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 teħtieg il-ħruġ ta' licenċja tax-xogħol f'dawk il-każijiet fejn hija meħtiega skont l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja. Jobsplus għandha tīgħi kkonsultata skont il-ħtieġa dwar din il-materja.
- ii. kapaċi jikkomunikaw bil-lingwa Maltija u dik Ingliża;
- iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġetta għal minimu ta' 90 krettu ECTS/ECVET
- 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 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 Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET

jew ekwivalenti*) fil-Digital Marketing, jew Marketing, jew Communications, jew Hospitality, jew Logistics, jew Public Administration, jew Business Administration, jew Evidence Based Management, jew f'oqsma rilevanti kif determinat mill-Maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formal ta' rikonoxximent tal-Masters mill-MQRIC tigi sottomessa mal-applikazzjoni. Kwalifika ta' Masters 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 komparabbi ma' mill-inqas 60 krettu ECTS/ECVET.

Uffiċjali pubblici 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 irrisspettivament jekk hux fl-istess linja ta' karriera jew le..Riverżjoni għal-ħatra preċedenti mhux ikkonfermata mhijiex possibbli.

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

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF ogħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess 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-rekwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispożizzjonijiet applikabbli għal din is-sejħa għall-applikazzjonijiet (ara l-ħolqa aktar 'l-isfel).

4.3 Kandidati li għadhom ma kisbux formalment jew għadhom mhux approvati ghall-kwalifika rikjesta hekk kif spċifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispożizzjonijiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), xorta jiġi kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ġħoti tat-tali kwalifika. Il-persuni maħtura jridu jgħiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tigħiġi awtomatikament terminata.

credits, or equivalent*) in Digital Marketing, or Marketing, or Communications, or Hospitality, or Logistics, or Public Administration, or Business Administration, or Evidence Based Management, or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to a MQRIC formal Masters recognition statement being submitted with the application. A recognised Master 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. 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 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa ghall-post li ġħaliex saret l-applikazzjoni. Dawk li jaġġi minn barra s-Servizz Pubbliku għandhom jiproduċi certifikat tal-kondotta mahruġ 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 jaġħtu d-dettalji.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibghuta permezz tal-Portal ta' Reklutaġġ (<https://recruitment.gov.mt>).

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ħażla 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 relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur għas-Servizzi Korporattivi, Ministeru għall-Agrikoltura, is-Sajd u d-Drittijiet tal-Annimali, permezz tal-Portal ta'Reklutaġġ tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikasi tal-applikant). Dawk li jaġġi minn barra s-Servizz Pubbliku għandhom jiproduċi certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Ċentrali Ewropew) ta' nhar il-Ġimgħa, l-1 ta' Marzu, 2024. Ittra elettronika ggħġenerata mill-kompijuter tintbagħħat bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet ġenerali msemmija hawn ifsel.

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

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-

4.4 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 Office 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 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 4.4, 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 Agriculture, Fisheries and Animal Rights, 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, 1st March, 2024. 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 or up to two (2) working days from date of

notifika, liema tigi l-ahħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Oħra

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

benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil raġonevoli għall-persuni rregistrati b'diżabbilt;

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

kwalifik f'livell ogħla; livell komparativ tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendi;

pubblikkazzjoni tar-riżultat;

eżami mediku;

proċess sabiex tīgi sottomessa petizzjoni dwar ir-riżultat;

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

jestgħu jiġu aċċessati minn (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mill-Assistent Direttur (People Management), Direttorat għas-Servizzi Korporattivi, Agriculture Research and Innovation Hub, Triq l-Ingieried, Hal Luqa, LQA 3300. Dawn id-dispożizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u indirizz elettroniku tas-sezzjoni huma (<http://agrikoltura.gov.mt>) u (humanresources.mafa@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-AMBJENT, L-ENERGIJA
U R-RIGENERAZZJONI TAL-PORT IL-KBIR**

**Post ta' Senior Manager (Project Management)
fil-Ministeru għall-Ambjent, l-Enerġija u
r-Rigenerazzjoni tal-Port il-Kbir**

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

1. Id-Direttur ġenerali għall-Operat, f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u r-Rigenerazzjoni tal-Port il-Kbir jilq'a applikazzjonijiet għall-post ta' Senior Manager (Project Management) fil-Ministeru għall-Ambjent, l-Enerġija u r-Rigenerazzjoni tal-Port il-Kbir.

notification, whichever is the latest, 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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Assistant Director (People Management), Corporate Services Directorate, Agriculture Research and Innovation Hub, Triq l-Ingieried, Hal Luqa, LQA 3300. 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://agrikoltura.gov.mt>) and (humanresources.mafa@gov.mt).

16th February, 2024

**MINISTRY FOR THE ENVIRONMENT, ENERGY AND
REGENERATION OF THE GRAND HARBOUR**

**Post of Senior Manager (Project Management) in the
Ministry for the Environment, Energy
and Regeneration of the Grand Harbour**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations) on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Regeneration of the Grand Harbour invites applications for the post of Senior Manager (Project Management) in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tħaxx-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 Pubblici sabiex ikunu eligibbli għall-konferma tal-ħatra.

2.3 Is-salarju ta' Senior Manager (Project Management) huwa ta' Skala ta' Salarju 5, li fis-sena 2024 huwa ta' €32,533.98 fis-sena, li jiżdied b'€640.67 fis-sena sa' massimu ta' €36,378.

2.4 Il-persuni maħtura jkunu wkoll intitolati għal īħlas annwali marbut mal-prestazzjoni sa' massimu ta' 15% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni ċentrali li jkunu fis-seħħ minn żmien għal żmien.

2.5 Mhux se jkun possibbli li jintalab transfer 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 dmirrijiet xi mkien ieħor fil-qasam, tal-Project Management, skont il-postijiet vakanti stabbiliti.

2.6 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

Dmirrijiet

3. Id-dmirrijiet għal dan il-post ta' Senior Manager (Project Management) jinkluu li:

i. Jassumi rwol ewljeni fil-kordinazzjoni ta' proġetti mill-bidu sal-aħħar, inkluži, inter alia, proġetti prijoritarji f'żoni protetti, kemm terrestri kif ukoll marittimi;

ii. Imexxi siti magħżula skont il-ġestjoni stabbilita u pjanijet oħra applikabbli;

iii. Iħejji Business Plans, briefs tal-proġett, dossiers tal-offerti, rapporti ta' fattibilità u dokumenti oħra kif mitlub;

iv. Jieħu rwol ewljeni ta' koordinazzjoni biex jidentifika proġetti li jistgħu jitwettqu permezz ta' opportunitajiet ta' finanzjament nazzjonali, tal-Unjoni Ewropea u/jew internazzjonali oħra;

v. Jirriċerka opportunitajiet ta' finanzjament, mhux l-inqas il-possibiltajiet ta' finanzjament tal-UE, li potenzjalment jistgħu jiġu segwiti

vi. Izomm rekords xierqa biex jinforma d-deċiżjonijiet tal-management;

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 Senior Manager (Project Management) is Salary Scale 5, which in year 2024 is €32,533.98 per annum, rising by annual increments of €640.67 up to a maximum of €36,378.

2.4 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 subject to Central Administration's policies in force from time to time.

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

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

Duties

3. The job duties for the post of Senior Manager (Project Management) include:

i. Assumes a leading role in the coordination of projects from inception to delivery, including, *inter alia*, priority projects in protected areas, both terrestrial and marine;

ii. Manages designated sites in accordance with established management and other applicable plans;

iii. Prepares business plans, project briefs, tender dossiers, feasibility reports and other documents as requested;

iv. Takes a leading co-ordinating role to identify projects which may be realised through national, European Union and/or other international funding opportunities;

v. Researches funding opportunities, not least EU funding possibilities, which may potentially be pursued;

vi. Maintains appropriate records to inform management decisions;

vii. Iżomm kuntatt ma' Organizzazzjonijiet Volontarji u partijiet interessati oħra kif jista' jkun meħtieg u jissorvelja l-immaniġġar ta' żoni protetti;

viii. Jippresjedi jew jippartecipa f'kumitati ta' evalwazzjoni, bordijiet ta' għażla u fora oħra kif meħtieg;

ix. Jindirizza l-iżvilupp kontinwu tal-impiegati assenjati taħt ir-responsabbiltà tiegħu/tagħha;

x. Jidderiegi u jiggwida l-istaff assenjat taħt ir-responsabbiltà tiegħu/tagħha;

xi. Jirrappreżenta d-Diviżjoni/Direttorat tiegħu/tagħha kif jista' jkun meħtieg;

xii. Kwalunkwe kompitu iehor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieg;

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

xiv. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg minħabba li jkunu japplikaw għal dak il-pajjiż b'legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajjiż iehor li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-ħaddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħali daqs cittadini Maltin fi kwistjonijiet ta' impieg permezz tar-relazzjoni familiali tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-legiżlazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

e. cittadini 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 (Cittadini ta' Pajjiżi)

vii. Liaise with Voluntary Organisations and other stakeholders as may be necessary and oversees the management of protected areas;

viii. Chairs or participates in evaluation committees, selection boards and other fora as required;

ix. Addresses the continuous development of staff members assigned under his/her responsibility;

x. Directs and guides staff assigned under his/her responsibility;

xi. Represents his/her Division/Directorate as may be necessary;

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

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

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. 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

Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajiżi 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-Enerġija Atomika'.

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

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

ii. kapaċi jikkomunikaw bil-lingwa Maltija kif ukoll dik Ingliża;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Project Management jew Management Studies jew European Studies jew Business Administration jew Evidence-Based Management jew Creativity and Innovation jew Quality Assurance Management jew Accountancy jew kwalifika rikonoxxuta professjoni komparabbli fil-Livell 7 tal-Accountancy jew f'oqsma rilevanti kif determinat mill-Maniġment.

*Kwalifika ta' Masters rikonoxxuta b'minimu ta' 60 krettu ECTS/ECVET hija aċċettata biss bil-kundizzjoni li dikjarazzjoni formali ta' rikonoxximent tal-Masters mill-MQRIC tīgħi sottomessa mal-applikazzjoni. Kwalifika ta' Masters rikonoxxuta mill-Universitāt ta' Malta (mogħiġi 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.

U

iv. B'ħames (5) snin esperjenza maniġjerjali fis-Servizz Pubbliku fi, jew kwalunkwe esperjenza oħra maniġjerjali li tista' tīgħi kkunsidrata mill-Amministrazzjoni, bħala rilevanti għall-post, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza relevanti.

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 Uni 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 Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Project Management or Management Studies or European Studies or Business Administration or Evidence-Based Management or Creativity and Innovation or Quality Assurance Management or Accountancy or a recognised comparable professional qualification at MQF Level 7 in Accountancy or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to a MQRIC formal Masters 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.

AND

iv. With five (5) years of Public Service management experience in, or any other management experience that may be considered by the Administration, as relevant for the post, which experience must be duly sustained with relevant evidence.

Uffiċjali pubblici 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 precedingi mhux ikkonfermata mhijex possibbli.

4.2 (i) Barra minn hekk, kandidati li għadhom ma kisbux formalment l-ebda waħda mill-kwalifikasi msemmija hawn fuq xorta jiġi 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 oħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'succcess il-kretti meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieg, sal-hin u d-data tal-ġħeluq tas-sejha għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiprodu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi 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 spċifikata fil-paragrafu 4.1 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 jiġi kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ħħar fażi tal-kors li jwassal għall-ġħoti tat-tali kwalifika. Il-persuni maħtura jridu jgħib, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-ragħuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għalihi saret l-applikazzjoni. Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jiprodu certifikat 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

5.1 Il-kwalifikasi u l-esperjenza li l-persuna jkollha għandhom jintwerew b'certifikati/traskrizzjonijiet u/jew dokumenti, li kopja tagħhom għandha tkun skennjata u mibgħuta permezz tal-Portal ta' Reklutajg (https://recruitment.gov.mt).

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 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 Id-dokumenti originali għandhom, mingħajr ecċeżżjoni, jintwerew waqt l-intervista.

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġu assessjati minn bord tal-ġhażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima ġħal dan il-proċess tal-ġhażla hija mijha fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija hamsin fil-mija (50%).

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 sa 4.4 hawn fuq, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Generali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u r-Rigenerazzjoni tal-Port il-Kbir, permezz tal-Portal ta' Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applikant). Dawk li japplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat 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-ġħeluq tal-applikazzjonijiet hija l-5.15 p.m. (Hin Centrali Ewropew) ta' nhar il-Gimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-komputer tintbagħha 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 jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

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

7.4 Applikanti jingħataw sa jumejn (2) xogħol wara d-data tal-ġħeluq jew sa jumejn (2) xogħol mid-data tan-notiċċa, liema tigi l-aħħar, biex jissottomettu dokumenti mhux korretti jew mhux mimlija kif suppost jew nieqsa.

Dispożizzjonijiet Ġenerali Ohra

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

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

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

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 one hundred per cent (100%) and the pass mark is fifty per cent (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 Director General (Operations), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 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, 1st March, 2024. 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 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

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;

kwalifikasi f'livell ogħla;
livell komparativi tal-impjegati tas-Settur Pubbliku;
rinunzji ta' applikazzjoniet pendenti;
pubblikazzjoni tar-riżultat;
eżami mediku;
proċess sabiex tīgħi sottomessa petizzjoni dwar ir-riżultat;
aċċess ghall-formola tal-applikazzjoni u dettalji relatati;
żamma ta' dokumenti,

jestgħu jiġu aċċessati fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporativi (Attn: Assistent Direttur, Rizorsi Umani), Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, 6, Triq Hal Qormi, Santa Venera, SVR 1302. Dawn id dispozizzjonijiet generali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa ghall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/ diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meer@gov.mt).

Is-16 ta' Frar, 2024

**MINISTERU GHALL-AMBJENT, L-ENERGIJA
U R-RIĞENERAZZJONI TAL-PORT IL-KBIR**

**Post ta' Senior Manager fil-Ministeru għall-Ambjent,
l-Enerġija u r-Riġenerazzjoni
tal-Port il-Kbir**

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

1. Id-Direttur Generali għall-Operat f'isem is-Segretarju Permanenti, Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir, jilqqa' applikazzjonijiet għall-post ta' Senior Manager fil-Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir.

Termini u Kundizzjonijiet

2.1 Din il-ħatra hija suġġetta għal perjodu ta' prova ta' tħalli (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 Pubblici sabiex ikunu eligibbi għall-konferma tal-ħatra.

2.3 Is-salarju ta' Senior Manager huwa ta' Skala ta' Salarju 5, li fis-sena 2024 huwa ta' €32,533.98 fis-sena, li jiżdied b' €640.67 fis-sena sa massimu ta' €36,378.

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 6, Triq Hal Qormi, Santa Venera, SVR 1302. 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/division/directorate are (sustainability.gov.mt) and (humanresources.meer@gov.mt).

16th February, 2024

**MINISTRY FOR THE ENVIRONMENT, ENERGY AND
REGENERATION OF THE GRAND HARBOUR**

**Post of Senior Manager in the Ministry
for the Environment, Energy and Regeneration
of the Grand Harbour**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations) on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Regeneration of the Grand Harbour, invites applications for the post of Senior Manager in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour.

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 Senior Manager is Salary Scale 5, which in the year 2024 is €32,533.98 per annum, rising by annual increments of €640.67 up to a maximum of €36,378.

2.4 Il-persuni maħtura jkunu wkoll intitolati għal ħlas annwali marbut mal-prestazzjoni sa massimu ta' 15% tas-salarju bażiķu tagħhom, marbut ma' xogħol sodisfaċenti u suġġett għall-politiki tal-amministrazzjoni centrali li jkunu fis-seħħ minn żmien għal żmien.

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

2.6 Ir-riżultat ikun validu għal sentejn (2) mid-data tal-publikazzjoni.

Dmirijiet

3. Id-dmirijiet għal dan il-post ta' Senior Manager jinkludu li:

i. Jikkontribwixxi aktar għall-iżvilupp u l-implimentazzjoni ta' wahda jew aktar mill-istrategiji u l-programmi tal-Ministeru;

ii. Jappoġġa l-programm ta' hidma tal-Ministeru billi jahdem ma' dipartimenti u entitajiet sabiex jgħin fl-identifikazzjoni ta' opportunitajiet fil-ġestjoni sostenibbli tar-rwoli nominati tal-Ministeru;

iii. Jieħu rwol ewljeni fil-kordinazzjoni ta' strategiji ta' livell għoli u inizjattivi ta' politika sabiex tittieħed azzjoni bikrija xierqa biex tiddefinixxi triq 'il quddiem u tfassal pjan ta' għan;

iv. Jirrappreżenta lid-Direttur Ġenerali/Direttur kif meħtieġ u jżommhom infurmati dwar žviluppi ewlenin li jista' jkollhom impatt fuq il-hidma tal-Ministeru;

v. Imexxi l-implimentazzjoni u l-iżvilupp ulterjuri tal-Programm ta' Gvern tal-Ministeru (PoG) f'settur wieħed jew aktar fi ġdan il-portafoll ta' responsabbiltajiet tiegħu;

vi. Imexxi l-aspetti assenjati tal-PoG tal-Ministeru inkluż l-iżvilupp u t-twassil flimkien ma' dipartimenti/entitajiet li jaqgħu taħtu pjanijet ta' hidma dettaljati, baġits, u riżultati, u monitoraġġ u rappurtar dwar l-impatt u l-effettività tal-aktivitajiet programmati;

vii. Jassisti fl-ipproċessar u l-immaniġġjar ta' progetti, inkluži stimi ta' progetti, preparazzjoni ta' dokumentazzjoni tal-proġetti rispettiv, kitba ta' proposti ta' politika, thejjija ta' rapporti ta' superviżjoni f'waqtha, reviżjonijiet ta' portafoll u rappurtaġġ ta' progress;

viii. Jiżgura l-konformità mal-linji gwida obbligatorji tar-rappurtaġġ b'tali mod li r-riżultati u listadji ewlenin

2.4 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 subject to Central Administration's policies in force from time to time.

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

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

Duties

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

i. Contributes further to the development and implementation of one or more of the Ministry's strategies and programmes;

ii. Supports the Ministry's work programme by working with line department/entities to help identify opportunities in the sustainable management of the Ministry's designated roles;

iii. Takes a leading role in coordinating high level strategy and policy initiatives so as to ensure that appropriate early action is undertaken to define a way forward and chart a goal plan;

iv. Represents the Director General/Director and keeps them informed of major developments that may impact on the Ministry's business;

v. Leads the implementation and further development of the Ministry's Programme of Government (PoG) across one or more sectors within its portfolio of responsibilities;

vi. Manages assigned aspects of the Ministry's PoG including developing and delivering together with line departments/entities detailed work plans, budgets, and outputs, and monitoring and reporting on the impact and effectiveness of the programmed activities;

vii. Assists in project processing and management, including project appraisals, preparation of respective project documentation, writing policy proposals, preparing timely supervision reports, portfolio reviews and progress reporting;

viii. Ensures compliance with mandatory reporting guidelines such that results, and major milestones are

jiġu dokumentati, maqbuda u mqassma sew għall-amministrazzjoni għolja tal-Ministeru;

ix. Jabbozza dossiers ta' sejhiet għall-offerti u jippresiedi/jipparteċipa f'kumitati t'evalwazzjoni kif u meta meħtieg;

x. Jassisti bordijiet u/jew kumitati li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

xi. Kwalunkwe kompitu iehor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieg;

xii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam iehor kif ikkonfermat mis-Segretarju Permanenti;

xiii. Kwalunkwe dmir iehor hekk kif ornat mis-Segretarju Permanenti Ewljeni.

Rekwiziti tal-Eligibbiltà

4.1 Sal-ħin u d-data tal-ġħeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

i. a. cittadini ta' Malta; jew

b. cittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħha ta' leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

c. cittadini ta' kwalunkwe pajjiż iehor li għandhom jedd għal trattament ugħwali daqs cittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż b'leġiżlazzjoni tal-UE u dispozizzjonijiet ta' trattati dwar iċ-ċaqliq hieles tal-haddiema; jew

d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugħwali daqs cittadini 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 dispozizzjonijiet ta' trattati msemmija hawn fuq; jew

e. cittadini 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 Žmien Twil (Cittadini ta' Pajjiż Terzi)', jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' cittadini 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

properly documented, captured, and disseminated to the Ministry's senior management;

ix. Drafts tender dossiers and chairs/participates in evaluation committees as and when required;

x. Assists board and/or committees falling under the Ministry's responsibility;

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

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

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

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-Enerġija Atomika'.

Għandu jintalab il-parir tat-Taqsima taċ-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 teħtieg il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

ii. kapaci jikkomunikaw bil-lingwa Maltija kif ukoll dik Ingliż;

U

iii. ikollhom Masters degree rikonoxxuta fil-Livell 7 tal-MQF (suġġett għal minimu ta' 90 krettu ECTS/ECVET jew ekwivalenti*) fil-Business/Project Management jew European Studies jew Environment/Earth Sciences jew Ecology jew Sustainable Development jew Climate Change jew Waste/Resource Management jew Parks Management jew Geography jew Economics jew Public Policy jew f'oqsma rilevanti kif determinat mill-Maniġment.

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

U

iv. B'ħames (5) snin esperjenza maniġjerjali fis-Servizz Pubbliku fi, jew kwalunkwe esperjenza oħra maniġjerjali li tista' tiġi kkunsidrata mill-Amministrazzjoni, bħala rilevanti għall-post, liema esperjenza għandha tkun sostnuta kif xieraq b'evidenza relevanti.

Ufficijal pubblici li japplikaw għal dan il-post iridu jkunu kkonfermati fil-ħatra attwali tagħhom, sakemm il-ħatra attwali ma tkun 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 precedingi mhux ikkonfermata mhixiex possibbli.

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-ħatra ta' kandidati msemmija f'(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 Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business/Project Management or European Studies or Environment/Earth Sciences or Ecology or Sustainable Development or Climate Change or Waste/Resource Management or Parks Management or Geography or Economics or Public Policy or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to a MQRIC formal Masters 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.

AND

iv. With five (5) years of Public Service management experience in, or any other management experience that may be considered by the Administration, as relevant for the post, which experience must be duly sustained with relevant evidence.

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-kwalifikasi msemija hawn fuq xorta jiġi kkunsidrati. Dawn il-kandidati għandhom jissottomettu evidenza li ġew approvati ghall-ghoti tal-kwalifika inkwistjoni.

(ii) Aktar minn hekk, kandidati li bħalissa qed isegwu programm ta' studju rikonoxxut f'livell tal-MQF oħla minn dak mitlub hawn fuq jiġi kkunsidrati wkoll. Dawn il-kandidati għandhom jissottomettu evidenza li temmew b'success il-kretti meħtiega tal-ECTS/ECVET, jew ekwivalenti, u laħqu l-livell tal-MQF meħtieg, sal-ħin u d-data tal-gheluq tas-sejħa għall-applikazzjonijiet. L-applikanti prospettivi għandhom jinnutaw ir-rekwizit li jiproduċu dikjarazzjonijiet ta' rikonoxximent tal-MQRIC fir-rigward tal-kwalifikasi tagħfhom mill-MQRIC, jew awtorità pertinenti oħra, kif applikabbli, skont id-dispozizzjonijiet applikabbli għal din is-sejħa 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 specifikata fil-paragrafu 4.1 jew kif indikat f'paragrafu 3.1 tad-dispozizzjonijiet generali (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20Provisions_MT.pdf), xorta jiġi kkunsidrati, basta jibagħtu evidenza li jinsabu fl-ahħar fażi tal-kors li jwassal għall-ghoti tat-tali kwalifika. Il-persuni maħtura jridu jgħiġi, jew ġew approvati, għat-tali kwalifika sal-31 ta' Ottubru, 2024. Jekk l-iskadenza għall-kisba tal-imsemmija kwalifika ma tintlaħaqx, il-ħatra, għal din ir-raġuni, tiġi awtomatikament terminata.

4.4 L-applikanti għandhom ikunu ta' kondotta xierqa għall-post li għaliex saret l-applikazzjoni. Dawk li jaġplikaw minn barra s-Servizz Pubbliku għandhom jiproduċu certifikat tal-kondotta mahruġ 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 jaġħtu d-dettalji.

Sottomissjoni ta' Dokumentazzjoni

5.1 Il-kwalifikasi 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 ta' Reklutaġġ (<https://recruitment.gov.mt>).

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

Proċeduri tal-Għażla

6.1 L-applikanti eligibbli jiġi assessjati minn bord tal-ġħażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-ġħażla hija mijha fil-mija (100%) u l-marka li persuna trid iġġib biex tgħaddi hija ħamsin fil-mija (50%).

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 designate 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 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 qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4.4 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 Office 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 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 one hundred per cent (100%) and the pass mark is fifty per cent (50%).

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 s a 4.4 hawn fuq, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-Applikazzjoni

7.1 L-applikazzjonijiet għandhom jiġu sottomessi, għall-attenzjoni tad-Direttur Generali għall-Operat, Ministeru għall-Ambjent, l-Enerġija u r-Rigenerazzjoni għall-Port il-Kbir, permezz tal-Portal ta'Reklutagg tal-Gvern online **biss** (<https://recruitment.gov.mt>). L-applikazzjonijiet għandhom jinkludu Curriculum Vitae (li għandu jinkludi lista tal-kwalifikati tal-applicant). Dawk li jaapplikaw minn barra s-Servizz Pubbliku għandhom jipproċu certifikat 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-Ġimħa, l-1 ta' Marzu, 2024. Ittra elettronika ġġenerata mill-kompijuter tintbagħha bħala rċevuta tal-applikazzjoni. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fid-dispożizzjonijiet generali msemmija hawn isfel.

7.2 Hija r-responsabbiltà tal-applicant li ma jħallux sal-aħħar mument biex jissottomettu l-applikazzjoni tagħhom.

7.3 Applikazzjonijiet li jaġslu wara d-data u l-ħin tal-gheluq (i.e. applikazzjonijiet tard) ma jigu xacċettati.

7.4 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 Generali Oħra

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

benefiċċi applikabbi, kundizzjonijiet u regoli/regolamenti; applikazzjonijiet lateral; bdil ragonevoli għall-persuni rregistrati b'diżabbiltà; sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifikati; kwalifikati f'livell oħla; livell komparattiv tal-impiegati tas-Settur Pubbliku; rinunzji ta' applikazzjonijiet pendingi; 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 fl-indirizz (https://recruitmentadmin.gov.mt//attachments/2024_02_13_11_45_06_General%20

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 Director General (Operations), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 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, 1st March, 2024. 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 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

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://recruitmentadmin.gov.mt//attachments/2024_02_13_11_44_48_General%20

Provisions_MT.pdf) jew jinkisbu mid-Direttorat għas-Servizzi Korporattivi (Attn: Assistent Direttur, Riżorsi Umani), Ministeru għall-Ambjent, l-Enerġija u r-Rigenerazzjoni tal-Port il-Kbir, 6, Triq Hal Qormi, Santa Venera, SVR 1302. Dawn id-dispozizzjonijiet ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejħa għall-applikazzjonijiet.

Is-sit elettroniku u l-indirizz elettroniku tad-dipartiment/ diviżjoni/direttorat huma (sustainability.gov.mt) u (humanresources.meer@gov.mt)

Is-16 ta' Frar, 2024

AWTORITÀ TAD-DJAR

Skema Nikru Biex Nassistu

B'referenza għall-Iskema Nikru Biex Nassistu ippubblikata fil-Gazzetta tal-Gvern tal-1 ta' Settembru 2017, l-Awtorità tad-Djar tixtieq tagħmel is-segwenti emendi:-

(a) Temenda Klawsola 1 biex taqra kif ġej:-

1. L-ghan tal-iskema

L-ghan ta' din l-iskema huwa li jinkoraggixxi sidien ta' proprijetà residenzjali vojta u privata b'1, 2 jew 3 kmamar tas-sodda fi stat ta' finished biex jikruha lill-Awtorità tad-Djar għal perjodu ta' għaxar (10) snin. L-Awtorità tikkunsidra ukoll proprjetajiet ġebel u saqaf u fuq il-pjanta diment li dawn għandhom diġi il-permess tal-bini u li jittlestew kif stipulati fi klawsola 5.3.

Minn naħha tagħha, l-Awtorità tad-Djar tikri dawn il-proprjetajiet lill-persuni li huma eligibbli għall-akkomodazzjoni soċjali, u tkun responsabbi għal ġbir ta' kirjiet kif ukoll għall-ġbir tal-ħlas għall-manutenzjoni tal-partijiet komuni mill-inkwilimi prospettivi. Hija r-responsabbilti sħiha tal-Awtorità tad-Djar li tara li r-residenti qiegħdin isegwu l-kundizzjonijiet tal-kera imposti fuqhom mill-istess Awtorità.

(b) Temenda Klawsola 3.17 biex taqra kif ġej:-

3.17 L-applikant huwa responsabbi wkoll għat-tiswijiet u manutenzjoni ordinarja u straordinarja tal-partijiet komuni tal-blokk tal-appartamenti, li jinkludu:-

tiswijiet strutturali;
manutenzjoni tal-btiehi, appoġġi u faċċati;
manutenzjoni tal-bjut;
ħsarat fis-sistema tad-dawl tal-komun u intercom;

manutenzjoni ħsarat tal-lift fejn applikabbli, li tinkludi wkoll iż-żda mhux biss, il-maintenance agreement, certifikat tal-engineer, il-ħlas tal-linja tat-telefoni;

Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 6, Triq Hal Qormi, Santa Venera, SVR 130 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/division/directorate are (sustainability.gov.mt) and (humanresources.meer@gov.mt)

16th February, 2024

HOUSING AUTHORITY

Skema Nikru Biex Nassistu

With reference to Scheme Nikru Biex Nassistu published in the Government Gazette of the 1st September 2017 the Housing Authority wishes to effect the following amendments:-

(a) Emend Clause 1 to read as follows:-

1. Purpose of scheme

The purpose of this scheme is that of encouraging private owners of vacant and finished residential property with one, two or three bedrooms to enter into a lease agreement with the Housing Authority for a period of ten (10) years. The Authority will also consider properties in shell form or on plan on condition that these properties already have a development permit and are finished as stipulated in clause 5.3.

The Housing Authority will in turn sublet these properties to persons who are eligible for social accommodation, and will be fully responsible for collecting rents and the contributions for the maintenance of the common parts from the sub-lessees. The Housing Authority will be fully responsible to ensure that sub-lessees fully comply with rent conditions imposed by the Authority.

(b) Emend Clause 3.17 to read as follows:-

3.17 The applicant is also responsible for all ordinary and extraordinary repairs and maintenance of the common parts of a block of apartments, which include:-

structural repairs;
maintenance of the external envelope;
roof maintenance;
faults in electricity system in the common parts and intercom;

where a lift is installed, its maintenance agreement, certification of engineer, lift rescue service line charges and extraordinary and non scheduled repairs;

tibjid regolari;
ħlasijiet tal-konsum u tal-meters tal-elettriku tal-komun

Fil-każ fejn l-applikant, matul il-kirja, ikun ser jagħmel it-tiswija kif indikat fi klawsoli 3.16 u 3.17 hawn fuq, l-istess applikant għandu jipprovdi post alternattiv lill-inkwilini tal-Awtoritā tad-Djar għall-perjodu sakemm jilestew tali tiswija.

Mentri, l-inkwilini tal-Awtoritā tad-Djar huma responsabbi għat-tiswija u manutenzjoni ordinarja tal-fond mikri lilhom.

(c) *Temenda Klawsoli 6.2 & 6.9 biex taqra kif gej:-*

6. Dokumenti meħtieġa ma' kull proposta

Is-segwenti dokumenti għandhom jiġu pprovdu ma' kull offerta b'forma stampata jew b'froma digħiċċi:-

6.2 Site plan, fi skala 1:2500, li tindika fejn tinsab il-proprietà, u pjanti approvati tal-fond fi skala 1:100 li jinkludi id-daqs tal-proprietà f'metri kwadri. Il-pjanti għandhom jinkludu scale bar jew qisien tal-kmamar u preferibbil b'format ACAD jew PDF;

6.9 (h) Kopja tal-Karta tal-Identità miż-żewġ naħħat tal-persuni li qeqħdin jidħru fuq il-kontijiet tad-dawl u l-ilma.

Is-16 ta' Frar, 2024

AĞENZIJA SUPPORT

Lista ta' kuntratti ta' kwotazzjonijiet, direct contracts u varazzjonijiet approvati mogħtija minn Aġenzijsa Support matul il-perjodu bejn 1-1 ta' Lulju, 2023, u 1-31 ta' Diċembru, 2023, ippubblika skont l-Artikolu 111(2) tar-Regolamenti dwar il-Kuntratti Pubblici (S.L. 601.03).

Is-16 ta' Frar, 2024

Kwotazzjonijiet/Quotations

Nru.	Nru. ta' Ref. tal-Kwotazzjoni	Isem tal-Kwotazzjoni/ Sugġett tal-Kwotazzjoni	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt VAT Eskluża
No.	Quotation Ref. No.	Quotation Name/Subject of Quotation	Award Date	Contractor's name	Contract Value Excl. VAT
1	SAPP.23.10	Call for Quotations for the Provision of Financial Audit Services for Aġenzijsa Support	19.07.2023	DFK Malta Audit Ltd	€7,200.00
2	SAPP.23.337	The Supply, Installation and Commissioning of Mechanical Services at the site of Mtarfa Day Centre, Triq San Oswald, Mtarfa, of Aġenzijsa Support	04.10.2023	ASI Building Services Contractors Ltd	€5,870.00

regular decoration works;
payments of the electricity and meter charges of the common parts

In case the applicant, during the duration of the lease, will have to carry out repairs as indicated above in clauses 3.16 and 3.17, the same applicant will be obliged to provide an alternative accommodation to the tenants of the Housing Authority for the duration of the repairs.

On the other hand, the prospective tenants of the Authority will be responsible for the repairs and ordinary maintenance of the property leased to them.

(c) *Emend Clauses 6.2 & 6.9 to read as follows:-*

6. Documents to be provided

The following documents for each property offered should be provided both in hard and soft copy:-

6.2 A site plan, scale 1:2500 clearly indicating the location of the property together with approved drawings scale 1:100 including the size of the property in meter squared. Drawings should include a scale bar or room dimensions, and preferably be submitted in ACAD or PDF format;

6.9 (h) Copy of Identity Card from both sides of the person on whom the utilities bills are on.

16th February, 2024

AĞENZIJA SUPPORT

List of quotation contracts, direct contracts and approved variations awarded by Aġenzijsa Support during the period between 1st July, 2023, and 31st December, 2023, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03

16th February, 2024

Direct Contracts

Nru. No.	Numru ta' Referenza <i>Direct Contract Reference Number</i>	Isem tad-Direct Contract/ Suggett tad-Direct Contract <i>Direct Contract Name/ Subject of Direct Contract</i>	Data tal-Ġhotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Contractor's name</i>	Valur tal-Kuntratt VAT Eskluża <i>Contract Value Excl. VAT</i>
1	100/17/38	Procurement of 30 time and attendance devices that can connect to Time and Attendance Software at Aġenzija Sapport	05.08.2022 (Commenced in 2023)	Shireburn Ltd	€23,100.00
2	SAPP.23.633	Services of an Occupational Health and Safety Risk Assessment including Reports for premises of Aġenzija Sapport	09.11.2023	ALDB & Associates Ltd	€5,950.00
3	100/17/38	Lease of Garage in Msida for Community Services	29.08.2023	Melita Manufacturing Co. Limited	€64,800.00
4	100/17/38	Provision of Security Printing Services of Blue Badge and EU Disability Cards	25.10.2023	Galaxy Ltd	€81,720.00
5	100/17/38	Leasing of an Apartment in Zurrieq (3 years)	06.12.2023	Michael Caruana	€28,800.00
6	SAPP.23.308	Directors and Officers Insurance Policy	30.05.2023	MIB Insurance Brokers (CFC as underwriters)	€6,161.00
7	SAPP.23.383	Provision of Consultancy Services to Aġenzija Sapport	26.07.2023	Joseph Cini	€9,800.00
8	SAPP.23.408	Provision of Legal Services to Aġenzija Sapport (iyo REACH Project)	28.07.2023	Dr Herman Mula	€9,000.00
9	SAPP.23.429	Provision of Manual Handling Training Techniques	01.08.2023	Franco Davies	€8,000.00
10	SAPP.23.524 (PO58400)	Hal Far Day Centre Carnival Activity- Choreography, Rehearsals, Costume Design, travel	25.08.2023	Louie Noir	€8,050.85
11	SAPP.23.514	Supply and Delivery of Midday Meals to Paola Day Centre and Mtarfa Resource Centre	20.09.2023	Neriku Confectionery Ltd	€7,630.00
12	SAPP.23.741	Wheelchair and Seating Assessments for Persons with Disability	08.11.2023	Otto Bock plc	€5,033.90
13	SAPP.23.754	Gala event for Service users	07.12.2023	AX Hotel Operations plc	€7,090.00
14	SAPP.23.765	Lease of Part of the Premises of the Santa Venera Scout Group	01.10.2023	Santa Venera Scouts Group	€9,600.00

Varjazzjonijiet/Variations

<i>Contract Reference Number</i>	<i>Contract Title/Subject of Contract</i>	<i>Approval Date</i>	<i>Contractor's Name</i>	<i>% Variation from Original Contract Value</i>	<i>Original Contract Value Excl. VAT</i>	<i>Variation in € Excl. VAT</i>	<i>Final Contract Value in € Excl. VAT</i>
Nru. tar-Referenza tal-Kuntratt	Titlu tal-Kuntratt/Suggett tal-Kuntratt	Data tal-Approvazzjoni	Isem il-Kuntrattur	Varjazzjoni mill-Valur Originali	Valur Originali tal-Kuntratt f'€ Eskluža l-VAT	Varjazzjonijiet f'€ Eskluža l-VAT	Valur Finali tal-Kuntratt f'€ Eskluža l-VAT
SPD4/2021/014	Supply and Delivery of Midday Meals to Mtarfa Day Centre, and Fleur-de-Lys Day Centre, and Party Food for Various Day Centres under the remit of Aġenzija Support, using Products coming at least partially from Organic Sources and Delivered using Low-Emission Vehicles – lot 1	24/7/2023	Neriku Confectionery Ltd	40%	€111,271.56	€44,508.62	€155,780.18
SPD4/2021/015	Supply and Delivery of Midday Meals to Mtarfa Day Centre, and Fleur-de-Lys Day Centre, and Party Food for Various Day Centres under the remit of Aġenzija Support, using Products coming at least partially from Organic Sources and Delivered using Low-Emission Vehicles – lot 2	25/7/2023	Neriku Confectionery Ltd	40%	€4,312.10	€1,724.84	€6,036.94
SPD4/2022/096	Provision of Receptionists for Aġenzija Support	11/10/2023	Signal 8 Security Services Malta Ltd	20%	€42,307.20	€8,402.65	€51,001.05
SPD4/2022/095/01	Provision of Clerks for Aġenzija Support	11/12/2023	Signal 8 Security Services Malta Ltd	5%	€84,614.40	€4,020.90	€88,635.30
MPU MFCS 18063	Pest Control Services at Aġenzija Support Offices, Residences and Day Centres in Malta and Gozo	10/24/2023	Spartech Ltd	10%	€33,630.00	€3,363.00	€36,993.00

**UFFIĆCJU TAL-KUMMISSARJU
GHAS-SAĦHA MENTALI**

Lista ta' direct orders mogħtija mill-Uffiċju tal-Kummissarju għas-Saħħa Mentali matul il-perjodu bejn 1-1 ta' Jannar, 2023 u 1-31 ta' Dicembru, 2023, ippubblikata skont l-Artiklu 111(2) tar-Regolamenti dwar il-Kuntratti Pubblici (S.L. 601.03) u c-ċirkulari 12/2021 tat-25 ta' Ĝunju, 2021, maħruġa mid-Dipartiment tal-Kuntratti.

Is-16 ta' Frar, 2024

**OFFICE OF THE COMMISSIONER
FOR MENTAL HEALTH**

List of direct orders awarded by the Office of the Commissioner for Mental Health during the period between 1st January, 2023 and 31st December, 2023, published in terms of Article 111 (2) of the Public Procurement Regulations (S.L. 601.03) and of Circular 12/2021 of 25th June, 2021, issued by the Department of Contracts.

16th February, 2024

Nru. <i>No.</i>	Ref. Nru. <i>Direct Order Ref. No.</i>	Isem tad-Direct Order/ <i>Name of Direct Order/ Subject of Direct Order</i>	Data Approvata <i>Approval Date</i>	Isem il-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt <i>Contract Value Excl. VAT</i>
1	CMHOP15/ Pt.5/001	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	01/05/2021	Dr Claire Axiak	€9,960
2	CMHOP15/ Pt.5/002	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	15.08.2021	Dr John Borg	€10,280
3	CMHOP15/ Pt.5/003	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	24.04.2021	Dr Aloisia Camilleri	€8,240
4	CMHOP15/ Pt.5/004	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	27.05.2021	Dr Beppe Micallef Trigona	€8,280
5	CMHOP15/ Pt.5/005	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	15.10.2021	Dr Donatella Agius	€6,480
6	CMHOP15/ Pt.5/006	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	09.04.2021	Dr Kristian Sant	€7,240
7	CMHOP15/ Pt.5/007	Service Agreement as Specialist in Psychiatry to the Office of the Commissioner for Mental Health for a period of twenty-four (24) months	20.04.2021	Dr Catherine Dimech	€6,520

AWTORITÀ TAL-BINI U KOSTRUZZJONI

Lista ta' kuntratti tal-offerta u direct contracts mogħtija mill-Awtorità tal-Bini u Kostruzzjoni mill-1 ta' Jannar, 2023 sat-30 ta' Ġunju, 2023, ippublikati skont l-Artikolu 111 (2) tar-Regolamenti dwar il-Kuntratti Pubblici S.L. 601.03*.

Is-16 ta' Frar, 2024

BUILDING AND CONSTRUCTION AUTHORITY

List of tender contracts and direct contracts awarded by the Building and Construction Authority during the period between 1st January, 2023 and 30th June, 2023, published in terms of Regulation 111(2) of the Public Procurement Regulations S.L. 601.03*.

16th February, 2024

Offerti/Tenders

Nru.	Numru ta' Referenza tal-Offerta	Titlu tal-Offerta/ Suġġett tal-Offerta	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt Eskluża l-VAT
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No.	Tender Reference Number	Tender Title/Subject of Tender	Award Date	Contractor's Name	Contract Value Excl. VAT
1	SPD6/2023/101	Framework Agreement for the Provision of Professional Services of Periti to Provide Reviews of Method Statements to the Building and Construction Authority	9/6/2023	Carter Genovese Ltd Med Design Associated Ltd Perit Karl Cutajar The Doric Studio Cost Controller Perit David Grima ARC Studio QPM Ltd Mdesign Engineer Carmel Bonanno MAKS Engineering Perit Patrick Spiteri Fiteni EMDP Perit John Attard	523500 = 37,392.86 each

*Entitajiet kuntrattwali li joperaw fis-setturi tal-ilma, energija, trasport u servizzi postali għandhom ukoll jirreferu għal Regolament 87 tar-Regolamenti tal-Public Procurement Utilities (L.S. 601.05) li jidderiġuhom mill-ġdid għal Regolament 111(2) tal-L.S. 601.03.

*Contracting entities operating in the water, energy, transport and postal services sectors shall also refer to Regulation 87 of the Public Procurement Utilities Regulations (S.L. 601.05) which redirects them to Regulation 111(2) of S.L. 601.03.

Kuntratti tad-Direct Order/Direct Order Contracts

Nru.	Numru tar-Referenza tad-Direct Contract	Isem tal-Direct Contract/ Suġġett tad-Direct Contract	Data tal-Għotja	Isem tal-Kuntrattur	Valur tal-Kuntratt VAT eskużha
No.	Direct Contract Reference Number	Direct Contract Title/ Subject of Direct Contract	Award Date	Contractor's Name	Contract Value Excl. VAT
1	LOA39/2023	Proportionality Assessment prior to the enactment of the Draft Construction Industry Licensing Regulations 2023	8/5/2023	Grant Thornton	9,750
2	LOA19/2023	Auditing of Method Statements	29/3/2023	Med Design	9,800
3	LOA47/2023	Auditing of Method Statements	12/6/2023	Med Design	9,800
4	LOA20/2023	Auditing of Method Statements	29/3/2023	Terracore	9,846
5	LOA21/2023	Auditing of Method Statements	29/3/2023	Carter Genovese	9,860

Nru. No.	Numru tar-Referenza tad-Direct Contract <i>Direct Contract Reference Number</i>	Isem tal-Direct Contract/ Suġġett tad-Direct Contract <i>Direct Contract Title/ Subject of Direct Contract</i>	Data tal-Għotja <i>Award Date</i>	Isem tal-Kuntrattur <i>Contractor's Name</i>	Valur tal-Kuntratt VAT eskluża <i>Contract Value Excl. VAT</i>
6	LOA32/2023	Auditing of Method Statements	3/5/2023	Carter Genovese	9,860
7	LOA46/2023	Auditing of Method Statements	12/6/2023	Carter Genovese	9,860
8	LOA42/2023	Provision of Legal Services	30/5/2023	Mamo TCV Advocates	9,900
9	LOA9/2023	Public speaking course	15/2/2023	We Media	6,000
10	LOA12/2023	Auditing of Method Statements	24/2/2023	Milan Zdravkovic	9,750
11	LOA22/2023	Auditing of Method Statements	29/3/2023	Maks	9,750
12	LOA29/2023	Auditing of Method Statements	26/4/2023	Carmel Bonanno	9,750
13	LOA31/2023	Auditing of Method Statements	2/5/2023	Milan Zdravkovic	9,750
14	BCA48/2022	Life Insurance for BCA Staff	30/1/2023	Ivalife Insurance	5,969
15	BCA92/2023	Contract for Services (provided to Masons' Board)	14/2/2023	Theresa Xuereb	8,996

*Entitajiet kuntrattwali li joperaw fis-settu tal-ilma, energija, trasport u servizzi postali għandhom ukoll jirreferu għal Regolament 87 tar-Regolamenti tal-Public Procurement Utilities (L.S. 601.05) li jidderiguhom mill-ġdid għal Regolament 111(2) tal-L.S. 601.03.

*Contracting entities operating in the water, energy, transport and postal services sectors shall also refer to Regulation 87 of the Public Procurement Utilities Regulations (S.L. 601.05) which redirects them to Regulation 111(2) of S.L. 601.03.

DIPARTIMENT TAT-TEŻOR

Ngħarrfu li Agius and Associates, rappreżentati minn Daniel Agius, ġie mogħti direct order għall-provvista ta' żewġ (2) ufficjali li jaħdmu erbghin (40) siegħa fil-għimgħa kull wieħed għat-Treasury CFMS Help Desk. Dan il-kuntratt huwa għal perjodu ta' sitt (6) xhur mill-1 ta' Marzu, 2024 sal-31 ta' Awwissu, 2024. Ir-remunerazzjoni totali kif mniżżla fil-kuntratt mhux se taqbeż it-tlett elef, hames mijha u erbgha u għoxrin ewro (€30,524) VAT eskluża.

Dan l-avviż huwa ppubblikat skont ir-Reg. 111 (2) tar-Regolament tal-Akkwist Pubbliku A.L. 352 tal-2016 kif emendat minn A.L. 155 tal-2017 u 233 tal-2017.

Is-16 ta' Frar, 2024

KUNSILL LOKALI HAL GHARGHUR

Sospensjoni tat-Traffiku u Parkegg

Il-Kunsill Lokali Hal Ghargħur jgħarraf li nhar is-Sibt, 17 ta' Frar, 2024, mit-8.30 a.m. sal-5.30 p.m., Triq San Nikola se tkun magħluqa għat-traffiku. Parkegg ta' vetturi huwa projbit matul dan il-ħin

Is-16 ta' Frar, 2024

TREASURY DEPARTMENT

It is hereby notified that Agius and Associates, represented by Daniel Agius, has been awarded a direct order for the provision of two (2) officers on a forty(40) hour week each to the Treasury CFMS Help Desk. This contract is for a period of six(6) months as from 1st March, 2024 to 31st August, 2024. The total remuneration as outlined in the contract shall not exceed thirty thousand, five hundred and twenty four euro (€30,524) excluding VAT.

This notice is published in terms of Reg. 111 (2) of the Public Procurement Regulations L.N. 352 of 2016 as amended by L.N. 155 of 2017 and 233 of 2017.

16th February, 2024

HAL GHARGHUR LOCAL COUNCIL

Suspension of Traffic and Parking

The Hal Ghargħur Local Council notifies that on Saturday, 17th February, 2024, from 8.30 a.m. till 5.30 p.m., Triq San Nikola will be closed for traffic. Parking of vehicles is not permitted during this time.

16th February, 2024

KUNSILL LOKALI TAL-PIETÀ

Laqgħa tal-Lokalità

Il-Kunsill Lokali Tal-Pietà jgħarraf li skont Artikolu 70 (1) tal-Att dwar Kunsilli Lokali (Kap. 363), se ssir laqgħa tal-lokalità fl-uffiċċu tal-Kunsill Lokali kif gej:

Tal-Pietà/Gwardamanga, nhar it-Tlieta, 20 ta' Frar, 2024, fil-4.45 p.m.

Persuni li isimhom jidher fl-aħħar Rēgistrū Elettorali ġhal din il-lokalità huma mħegġa jattendu għal din il-laqgħa.

Is-16 ta' Frar, 2024

AWTORITÀ TAL-ARTIJIET

L-Uffīċjal Kap Eżekuttiv, Awtorità tal-Artijiet, jgħarraf li:

Offerti ssigillati ghall-avviżi li ġejjin għandhom jintefghu fil-Kaxxa tal-Offerti tal-Awtorita' tal-Artijiet, Berga tal-Baviera, Valletta, sal-10:00 ta' filghodu tal-Hamis, 29 ta' Frar, 2024.

Avviż Nru. 7. Bejgħ tale quale ta' sit f' Nru. 39, Triq San Gwann Evangelista, Il-Wardija fil-limiti ta' San Pawl il-Bahar kif muri bl-ahmar fuq il-pjanta P.D. 2022_0497. I-Offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €1,100 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' ħdax-il elf u għaxar ewro (€11,010) ma jiġux ikkunsidrati. Din l-offerta tista' tkun sogħetta għal drtta magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 8. Kiri, tale quale minn sena għal sena, għal skop ta' agrikultura, ta' Sit magħruf bhala "Il-Bur" fil-Wied ta' Santa Marija taż-Żellieqa, Hal Ghargħur muri bl-ahmar fuq pjanta P.D.2013_402. Dan is-sit jista' jkun sogħetta għal servitujiet eżistenti favur propjeta' adjacenti. L-offerenti għandhom ikunu persuni li huma rregistrati bhala bdiewa full time jew part-time, skont certifikat mahruġ mid-Dipartiment tal-Agrikoltura li għandu jiġi sottomess mad-dokument tal-offerta jew studenti li temmew b'suċċess kors akkademiku fi studji agrikoli fil-ħames snin preċedenti mid-dħul fis-seħħħ tal- Avviż Legali Nru. 573.06 li għandhom jissottommettu kopja taċ-ċertifikat rilevanti mal-offerta tagħhom. L-Offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €5,886 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u disa' mijha u tnejn u sittin ewro (€1,962) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun sogħetta għal dritt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

TAL-PIETÀ LOCAL COUNCIL

Locality Meeting

The Tal-Pietà Local Council informs residents that in accordance with Article 70 (1) of the Local Councils Act (Cap. 363), the locality meeting will be held at the offices of the Local Council as follows:

Tal-Pietà/Gwardamanga, on Tuesday, 20th February, 2024, at 4.45 p.m.

Those appearing in the Local Councils' Electoral Register are encouraged to attend this meeting.

16th February, 2024

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, 29th February, 2024, for:

Advt No. 7. Sale tale quale of a site at No. 39, Triq San Gwann Evangelista, Il-Wardija in the limits of San Pawl il-Bahar as shown edged in red on the plan P.D. 2022_0497. Tenders are to be accompanied by a Bid-Bond for an amount of €1,100 as stipulated in the tender conditions. Offers below the amount of eleven thousand and ten Euros (€11,010) 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 document.

Advt No. 8. Lease tale quale, on a year to year basis, for agricultural purposes, of a site known as "Il-Bur" at Il-Wied ta' Santa Marija Taz-Zellieqa, Ghargħur, shown edged in red on plan P.D.2013_402. This site maybe subject to existing servitudes in favour of the adjacent properties. 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 €5,886 as stipulated in the tender conditions. Offers below the amount of one thousand and nine hundred and sixty-two Euros (€1,962) 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 document

Avviż Nru. 9. Kiri għall-perjodu ta' ħmistax (15) -il sena ta' garaxx mingħajr l-arja tiegħu għax mhijiex inkluża f'Nru. 6, Triq is-Sibi, Qasam tad-Djar tar-Rinella, Il-Kalkara kif muri bl-aħmar u mmarkat bhala Garage No. 6 fuq il-pjanta P.D. 77_84_1_6. Dan il-fond ma jistax jinxxtara bl-iskema tal-garaxxijiet. L-Offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €5,700 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u disa' mitt ewro (€1,900) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun sogħetta għal drtitt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 10 gie rtirat.

Avviż Nru. 11. Kiri għal skopijiet kummerċjali għall-perjodu ta' ħmistax (15)-il sena ta' Hanut tale quale f'Nru. 182, Triq il-Merkanti kantuniera ma' Triq it-Teatru, Il-Belt Valletta kif muri bl-aħmar fuq il-pjanta P.D. 2013_190. L-Offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €33,507 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' hdax-il elf u mijha u disgħha u sittin ewro (€11,169) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun sogħetta għal drtitt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 12. Bejgħtale quale ta'sit fuq-in-nahata waratal-fond 'Morning Star' Triq Ġanni Vassallo, Ir-Rabat, Ghawdex kif muri bl-aħmar fuq il-pjanta P.D.2022_0416. San is-sit huwa mdawwar minn propjetajiet ta' terzi (landlocked). L-Offerti għandhom ikunu akkumpanjati b'Bid-Bond għall-ammont ta' €10,900 hekk kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' mijha u ħamsa u erbghin elf u ħames mijha u erbgha u sittin ewro (€145,564) ma jiġux ikkunsidrati. Din l-offerta tista' tkun sogħetta għal drtitt magħruf bhala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Avviż Nru. 13. Għotja b'ċens perpetwu rivedibbli ta' Sit tale quale biex jintuża biss għal skop ta' ġnien fi Triq il-Kamumilla, Iz-Żejtun kif muri bl-aħmar u mmarkat bl-ittra "B" fuq il-pjanta P.D.2011_959_A_2. Dan is-sit huwa sogħett għal servitujiet eżistenti favur il-propjeta' adjaċenti. Din il-propjeta' trid tintuża biss għal skop ta' estensijni ta' front garden u biex jiġi kkrejat side curtelage. Fl-eventwalit li dan is-sit jiġi ppjanat għal units residenzjali u/jew kummerċjali, l-emfitewta ikun obbligat iħallas id-differenza għat-titjib fil-valur tas-sit.

Min jirbaħ l-offerta għandu čans sabiex jifdi dan jaċ-ċens matul l-ewwel ħmistax (15)-il sena wara reviżjoni skont ir-rata tal-inflazzjoni kif hemm spjegat bid-dettall fuq il-kundizzjonijiet taċ-ċens. L-Offerti għandhom ikunu

Advt No. 9. Lease for a period of fifteen (15) years of a garage without its own airspace as it is not included at No. 6 Triq is-Sibi, Rinella Housing Estate Kalkara as shown edged in red and marked Garage No. 6 on the plan P.D.77_84_1_6. This premises cannot be bought through the garage scheme. Tenders are to be accompanied by a Bid-Bond for an amount of €5,700 as stipulated in the tender conditions. Offers below the amount of one thousand and nine hundred Euros (€1,900) 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.

Advt No. 10 has been withdrawn.

Advt No. 11. Lease for commercial purposes for a period of fifteen (15) years of a Shop tale quale at No. 182, Triq il-Merkanti, cornering with Triq it-Teatru, Valletta as shown edged in red on the plan P.D. 2013_190. Tenders are to be accompanied by a Bid-Bond for an amount of €33,507 as stipulated in the tender conditions. Offers below the amount of eleven thousand and one hundred and sixty-nine Euros (€11,169) 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 document.

Advt No. 12. Sale tale quale of a site at the back of the premises at 'Morning Star' Triq Ganni Vassallo, Rabat, Ghawdex as shown edged in red on the plan P.D.2022_0416. This site is landlocked. Tenders are to be accompanied by a Bid-Bond for an amount of €10,900 as stipulated in the tender conditions. Offers below the amount of one hundred and forty-five thousand and five hundred and sixty-four Euros (€145,564) 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 document.

Advt No. 13. Grant on a perpetual revisable emphyteusis of a Site tale quale to be used solely for gardening purposes at Triq il-Kamumilla Zejtun as shown edged in red and marked Letter "B" on the plan P.D. 2011_959_A_2. This site is subject to existing servitudes in favour of the adjacent property. This property shall be used solely for the purposes of extending the front garden and creating a side curtilage. In the eventuality that the site is planned for development of residential and/or commercial units, the emphyteuta shall be obliged to pay for the enhancement value of the site.

The winning bidder has the chance to redeem this emphyteusis within the first fifteen (15) years after a revision according to the rate of inflation as explained in detail in the emphyteutical conditions. Tenders are to be accompanied by a

akkumpanjati b'Bid-Bond għall-ammont ta' €5,010 kif stipulat fil-kundizzjonijiet tal-offerta. Offerti anqas mill-ammont ta' elf u sitt mijha u sebghin ewro (€1,670) fis-sena ma jiġux ikkunsidrati. Din l-offerta tista' tkun soġgetta għal dritt magħruf bħala dritt tal-ewwel rifjut skont artikolu Nru. 32 tal-Kapitolu Nru. 573 tal-Ligijiet ta' Malta. Irid isir il-ħlas ta' €50 għad-dokumenti tal-offerta.

Dawn l-avviżi qeqħdin jiġu ppubblikati bħala stedina għall-pubbliku sabiex jakkwista d-dokumenti tal-offerta online. L-offerteni 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 tagħżel 'Buy Tender' fuq il-paġna ta' dawn l-offerti fis-sit (<https://landsauthority.org.mt/services/tendering/>). Il-ħlas ta' hamsin ewro (€50) għandu jsir permezz tas-sistema online tas-sit tal-Awtoritā tal-Artijiet bil-card bankarja tal-preferenza tiegħek.

Is-16 ta' Frar, 2024

**KUNSILL MALTI GHAS-SETTUR
TAL-VOLONTARJAT**

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf li l-Għaqda Ghajn Tuta qiegħda thabbar pubblikazzjoni għal sejħa għal offerti:

Referenza tal-Proġett VOPS A1.06.2024

L-Ġhaqda Ghajn Tuta teħtieg l-offerta tas-servizzi għall-provvista u konsenja ta' 'multi-purpose stage' bħala parti mill-VOPS Reference A1.06.2024 – Supply and Delivery of a Multi-purpose Stage (Inclusion for All).

Dawk interessati huma mistednin jibagħtu ittra elettronika għall-ispeċifikazzjoni lil (michelle@jcordina-andco.com).

L-offerta tagħlaq it-Tnejn, 18 ta' Marzu, 2024.

Dan il-proġett ġie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inkluċjoni u l-Volontarjat.

Is-16 ta' Frar, 2024

**KUNSILL MALTI GHAS-SETTUR
TAL-VOLONTARJAT**

Il-Kunsill Malti għas-Settur tal-Volontarjat jgħarraf li The Scout Association of Malta – San Ģwann Scout Group, qiegħda thabbar pubblikazzjoni għal sejħa għal kwotazzjonijiet:

Bid-Bond for an amount of €5,010 as stipulated in the tender conditions. Offers below the amount of one thousand and six hundred and seventy Euros (€1,670) 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 document.

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.

16th February, 2024

**MALTA COUNCIL FOR THE
VOLUNTARY SECTOR**

The Malta Council for the Voluntary Sector notifies that Għaqda Ghajn Tuta is requesting the call for tenders:

Project Reference VOPS A1.06.2024

Għaqda Ghajn Tuta needs the supply and delivery of a multi-purpose stage, as part of Project Reference A1.06.2024 – Supply and Delivery of a Multi-purpose Stage (Inclusion for All).

Prospective bidders are invited to send an email for specifications to (michelle@jcordina-andco.com).

The deadline for submissions is Monday, 18th March, 2024.

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion and the Voluntary Sector.

16th February, 2024

**MALTA COUNCIL FOR THE
VOLUNTARY SECTOR**

The Malta Council for the Voluntary Sector notifies that The Scout Association of Malta – San Ģwann Scout Group is requesting the call for quotations:

Referenza tal-Progett VOPS A1.23.2024

The Scout Association of Malta – San Ĝwann Scout Group, teħtieg il-kwotazzjoni tas-servizzi għax-xiri ta' sitt cīrimelli Skoċċiżi b'materjal ‘polypenco’, bħala parti mill-VOPS A1.23.2024 ‘The Pipers’ Trail’.

Dawk interessati huma mistednin jibgħatu ittra elettronika għall-ispecifikazzjoni lil (gsl@sangwannscouts.org).

Is-sejħa tagħlaq il-Ğimġha, 8 ta' Marzu, 2024.

Dan il-progett gie ffinanzjat permezz tal-Voluntary Organisations Project Scheme amministrat mill-Kunsill Malti għas-Settur tal-Volontarjat f'isem il-Ministeru għall-Inkluzjoni u l-Volontarjat.

Is-16 ta' Frar, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing and Supplies Chain Management) għas-Central Procurement and Supplies Unit fil-Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqgħu sottomissjonijiet elettronici għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.00 a.m. tal-Erbgħa, 20 ta' Marzu, 2024.

PMC Ref. Nru. 018-6503/24. Preliminary Market Consultation (PMC) għall-provvista u appoġġ ta' sistema ta' ‘electronic medical record’ tul is-Sistema tas-Saħħa tal-Gvern f'Malta.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr ħlas u l-informazzjoni għandha tintbagħha BISS online fuq (www.etenders.gov.mt).

Is-16 ta' Frar, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Maniġerjali (Sourcing and Supplies Chain Management) għas-Central Procurement and Supplies Unit fil-Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf illi:

Jintlaqgħu sottomissjonijiet elettronici għal Preliminary Market Consultation (PMC) rigward l-avviż li ġej sal-10.00 a.m. tal-Ğimġha, 22 ta' Marzu, 2024.

PMC Ref. Nru. 019-6502/24. Trasportazzjoni ta' ‘pathology specimens’ u medicini oħra b’servizz ta’ drone.

Project Reference VOPS A1.23.2024

The Scout Association of Malta – San Ĝwann Scout Group, needs the quotations for buying six polypenco Scottish highland bagpipes, as part of the VOPS A1.23.2024 ‘The Pipers’ Trail’.

Prospective bidders are invited to send an email for specification to (gsl@sangwannscouts.org).

The deadline for submissions is Friday, 8th March, 2024.

This project has been funded through the Voluntary Organisations Project Scheme managed by the Malta Council for the Voluntary Sector supported by the Ministry for Inclusion and the Voluntary Sector.

16th February, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing notifies that:

Electronic submission of information for Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.00 a.m. of the Wednesday, 20th March, 2024.

PMC Ref. No. 018-6503/24. Preliminary Market Consultation (PMC) for the provision and support of an electronic medical record system across the Government Health System in Malta.

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

16th February, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Sourcing and Supplies Chain Management) for the Central Procurement and Supplies Unit within the Ministry for Health and Active Ageing notifies that:

Electronic submission of information for Preliminary Market Consultation (PMC) in respect of the following notice will be received up to 10.00 a.m. of Friday, 22nd March, 2024.

PMC Ref. No. 019-6502/24. Transportation of pathology specimens and other medicinals via drone service.

Dokumenti tal-Preliminary Market Consultation jinkisbu mingħajr īħlas u l-informazzjoni għandha tintbagħi BISS online fuq (www.etenders.gov.mt).

Is-16 ta' Frar, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

Id-Direttur Manigerjali (Procurement and Supplies), Ministeru għas-Saħħa u l-Anzjanità Attiva, jgħarraf ill:

Jintlaqgħu offerti elettronici rigward l-avviżi li ġejjin sad-9.30 a.m. tal-Ğimħa, 8 ta' Marzu, 2024. L-offerti għandhom jintbagħtu BISS online fuq (www.etenders.gov.mt) għal:

CFT 021-3160/24. Provvista ta' 'Mesalazone 500mg slow-release tablets (active ingredient released from duodenum to rectum)'

CFT 021-3161/24. Provvista ta' 'Lorazepam 1mg tablets'

CFT 021-3162/24. Provvista ta' 'Oxybutinin Hydrochloride 5mg tablets'

CFT 020-3163/24. Provvista ta' '3D delivery catheters for pacing lead placement in left bundle branch area pacing procedure (€7,000.00)'

CFT 021-3164/24. Provvista ta' Sodium Thiosulfate

CFT 020-3165/24. Provvista ta' diversi oggetti għal stoma 70mm

CFT 020-3166/24. Provvista ta' 'acrylic resin aerosol dressing'

CFT 020-3167/24. Provvista ta' 'bacteriostatic foam dressings'

CFT 009-3168/24. Provvista, installazzjoni u kkummissjonar ta' sistema ta' fire detection u Alarm, fire doors, u ancillari oħra, fil-Ministeru għas-Saħħa, Palazzo Castellania, il-Belt Valletta

CFT 009-3169/24. Provvista, konsenja, installazzjoni u kkummissjonar ta' sistema ta' alarm u fire detection gdida fil-Fondazzjoni għas-Servizzi Mediċi

CFT 009-3170/24. Provvista ta' 'wall mounted cabinets' (qty 8) għal 'controlled drugs' inkluż alarm

CFT 020-3171/24. Provvista ta' 'routine diagnostic antibodies for IHC'

CFT 009-3172/24. Provvista ta' 'paint rollers'

CFT 021-3173/24. Provvista ta' 'Pethidine Hydrochloride 50mg/ml solution for injection'

CFT 021-3174/24. Provvista ta' 'Morphine Sulfate/Hydrochloride 60mg tablets'

CFT 020-3175/24. Provvista ta' 'coronary ostial cannulae with soft concave tip'

CFT 020-3176/24. Provvista ta' 'Povidone Iodine non-adherent dressings'

CFT 009-3177/24. Provvista ta' 'switches' u 'blank covers'

CFT 009-3178/24. Provvista ta' 'RFID tagged surgical sterile swabs u handheld RF scanner'

CFT 020-3179/24. Provvista ta' 'staining solution for cataract surgery'

Preliminary Market Consultation documents are available free of charge and information is to be submitted ONLY online on (www.etenders.gov.mt).

16th February, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

The Managing Director (Procurement and Supplies), 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, 8th March, 2024. Tenders are to be submitted ONLY online on (www.etenders.gov.mt) for:

CFT 021-3160/24. Supply of Mesalazone 500mg slow-release tablets (active ingredient released from duodenum to rectum)

CFT 021-3161/24. Supply of Lorazepam 1mg tablets

CFT 021-3162/24. Supply of Oxybutinin Hydrochloride 5mg tablets

CFT 020-3163/24. Supply of 3D delivery catheters for pacing lead placement in left bundle branch area pacing procedure (€7,000.00)

CFT 021-3164/24. Supply of Sodium Thiosulfate

CFT 020-3165/24. Supply of various items for stoma 70mm

CFT 020-3166/24. Supply of acrylic resin aerosol dressing

CFT 020-3167/24. Supply of bacteriostatic foam dressings

CFT 009-3168/24. Supply, installation and commissioning of a fire detection and alarm system, fire doors, and other ancillaries, at the Ministry for Health, Palazzo Castellania, Valletta

CFT 009-3169/24. Supply, Delivery, Installation and Commissioning of a new fire detection and alarm system at the Foundation for Medical Services

CFT 009-3170/24. Supply of wall mounted cabinets (qty 8) for controlled drugs including alarm

CFT 020-3171/24. Supply of routine diagnostic antibodies for IHC

CFT 009-3172/24. Supply of paint rollers

CFT 021-3173/24. Supply of Pethidine Hydrochloride 50mg/ml solution for injection

CFT 021-3174/24. Supply of Morphine Sulfate/Hydrochloride 60mg tablets

CFT 020-3175/24. Supply of coronary ostial cannulae with soft concave tip

CFT 020-3176/24. Supply of Povidone Iodine non-adherent dressings

CFT 009-3177/24. Supply of switches and blank covers

CFT 009-3178/24. Provision of RFID tagged surgical sterile swabs and handheld RF scanner

CFT 020-3179/24. Supply of staining solution for cataract surgery

CFT 009-3180/24. Provista ta' 'monitor defibrillator unit' għall-Ambulanza tal-Emerġenza fil-GGH

CFT 009-3181/24. Manifatturar, provvista, konsenja u installazzjoni ta' 'laminated wooden doors'

Id-dokumenti tal-offerta huma mingħajr ħlas.

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 jidħlu f'dan is-sit elettroniku. Aktar tagħrif jinkiseb mis-sezzjoni tal-FAQ tal-istess sit.

Il-pubbliku jista' jattendi waqt il-ftuħ u l-iskedar tal-offerti fil-ħimijiet u d-dati msemmija hawn fuq.

Is-16 ta' Frar, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

B'referenza għall-offerta elettronika CFT. 020-3155/24. Provista ta' 'sterilisation reels (diversi qisien) ippubblikata fil-Gazzetta tal-Gvern tat-Tlieta, 13 ta' Frar, 2024, id-data tal-ġeluq ġiet estiżha sal-ħamis, 7 ta' Marzu, 2024

Is-16 ta' Frar, 2024

KUNSILL LOKALI L-QALA

Il-Kunsill Lokali l-Qala jgħarraf lill-pubbliku ġenerali illi:

Offerti għandhom jintlaqgħu permezz tal-ePPS sad-9.30 a.m. ta' nhar it-Tlieta, 12 ta' Marzu, 2024, għal:

Avviż Nru. QLLC/05/2024. Provvida, konsenja, u installazzjoni ta' 'durable solar powered belisha lights' għall-Kunsill Lokali l-Qala;

Avviż Nru. QLLC/06/2024. Xogħlijiet – rinnovar ta' latrina pubblika fil-Qala.

Id-dokumenti tal-offerta huma bla' ħlas u jiġu miksuba/ imniżżla u milqugħha BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument tal-offerta jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew iniżżejjilhom mill-istess sit.

Il-Kunsill Lokali jżomm id-dritt li jirrifjuta kull offerta, anke l-aktar waħda vanta għejja.

Is-16 ta' Frar, 2024

CFT 009-3180/24. Supply of monitor defibrillator unit for Emergency Ambulance in GGH

CFT 009-3181/24. Manufacturing, supply, delivery and installation of laminated wooden doors

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.

The public may attend during the opening and scheduling of tenders at the times and dates specified above.

16th February, 2024

CENTRAL PROCUREMENT AND SUPPLIES UNIT

With reference to the electronic tender CFT 020-3155/24. Supply of sterilisation reels (various sizes), published in the Government Gazette of Tuesday, 13th February, 2024, the closing date will be extended till Thursday, 7th March, 2024.

16th February, 2024

QALA LOCAL COUNCIL

The Qala Local Council notifies the general public that:

Tenders will be received through ePPS up to 9.30 a.m. on Tuesday, 12th March, 2024, for:

Advt No. QLLC/05/2024. Supply, delivery and installation of durable solar powered belisha lights for the Qala Local Council;

Advt No. QLLC/06/2024. Works – tender for the upgrading of the Qala public convenience.

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.

The Local Council reserves the right to refuse any offer, even the most advantageous.

16th February, 2024

KUNSILL LOKALI GHAJNSIELEM

GHAJNSIELEM LOCAL COUNCIL

Il-Kunsill Lokali Ghajnsielem jgħarraf illi:

**Offerti għandhom jintlaqgħu mill-Kunsill Lokali
Għajnsielem sad-9.30 a.m. ta' nhar il-Ġimgħa, 15 ta'
Marzu, 2024, għal:**

Avviż Nru. GHJN/01/2024. Xogħlijiet – rinnovar ta' latrina pubblika fl-Imġarr.

Id-dokumenti tal-offerti huma bla īħlas u jiġu miksuba/imniżżla u milqugħha BISS minn fuq is-sit elettroniku (www.etenders.gov.mt).

Kull kjarifika jew addenda lid-dokument jittellgħu fuq is-sit elettroniku u wieħed jista' jarahom jew inizżilhom mill-istess sit.

Is-16 ta' Frar, 2024

The Ghajnsielem Local Council notifies that:

Tenders will be received by the Ghajnsielem Local Council till 9.30 a.m. on Friday, 15th March, 2024, for:

Advt No. GHJN/01/2024. Works – tender for the upgrading of the Mgarr public convenience.

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.

16th February, 2024

AVVIŽI TAL-QORTI – *COURT NOTICES*

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B'digriet mogħti mill-Qorti Ċivilji, Prim'Awla, fit-30 ta' Ottubru, 2023, fuq rikors ta' Cutajar Peter Paul (KI 195660M) u fuq talba ta' R1 Company Limited (C89925) gie ffissat il-jum tal-ħamis, 14 ta' Marzu, 2024, fil-ħdax ta' filgħodu (11.00 a.m.) għall-bejġħ bl-irkant li għandu jsir f'Kamra Numru 78, Biswift l-Arkivju, Livell -1, Qrati tal-Ğustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskrirt:

L-appartament internament immarkat bin-numru sebgħa (7), fit-tielet sular (third floor level) tal-blokk mhux uffiċjalment immarkat bl-ittra 'A', 'Hal Warda Residences', Triq Hal Warda, H'Attard, liema appartament kien jiforma żewġ units indipendenti li ġew mgħaqqa u llum jikkostitwixxu appartament wieħed, bil-bejt u l-arja sovrastanti l-istess blokk u bid-drittijiet ta' užu tal-partijiet komuni tal-blokk, bid-drittijiet u l-pertinenzi kollha tiegħu, inkluż kwalsijasi drittijiet u interassi tad-debituri, b'faċċata fuq triq privata li tiżbokka fi Triq Hal Warda. Il-blokk li minnu jiforma parti l-appartament jikkonfina mit-Tramuntana u min-Nofsinhar ma' proprjetà ta' Property Exchange Limited jew l-aventi causa tagħha u mil-Lvant ma' triq privata li tiżbokka fi Triq Hal Warda, H'Attard, u stmat li jijsa ġames miija u għoxrin elf ewro (€520,000);

Il-lock up garage, mhux ufficjalment immarkat bin-numru tlieta u għoxrin (23), preżentament użat bhala store, li jinsab f'kumpless ta' garaxxijiet, fil-livell sotterrani, sottostanti l-istess blokka li minnu jidher partij l-appartament numru 7, liema kumpless ta' garaxxijiet għandu l-entratura tiegħu tiż-żebda fuq Triq Xatbet l-Art, H'Attard. L-imsemmi garaxx jikkonfina mit-Tramuntana, min-Nofsinhar, mil-

By decree given by the Civil Court, First Hall, on the 30th October, 2023, on the application of Cutajar Peter Paul (ID 195660M) and by request of R1 Company Limited (C89925), Thursday, 14th March, 2024, at eleven in the morning (11.00 a.m.), has been fixed for the sale by auction to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta of the following property:

The apartment internally marked number seven (7), on the third floor level of the block unofficially marked letter 'A', 'Hal Warda Residencies', Triq Hal Warda, H'Attard, which apartment previously consisted of two independent units, which were merged and today consists of one apartment, with its roof and overlying airspace of the same block and with its right to use the common parts of the block, with all its rights and appurtenances, including any rights and interests of the debtors, with a facade over a private road that abuts onto Triq Hal Warda. The block that the apartment forms part of is bounded on the north and south by property of Property Exchange Limited or its successors in title, and on the east by a private street that abuts onto Triq Hal Warda, H'Attard, and is valued at five hundred and twenty thousand euro (€520,000);

The lock up garage, unofficially marked number twenty three (23), presently used as a store, situated in a garage complex at the underground level, underlying the same block which the apartment number 7 forms part of, which garage complex has its main entrance abutting onto Triq Xatbet l-Art, H'Attard. The said garage is bounded from the North, south, east and west with property of Property Exchange

Lvant u mill-Punent ma' proprjetà ta' Property Exchange Limited jew l-aventi causa tagħha u għandu inkluż miegħu d-drittijiet ta' użu tal-partijiet komuni tal-kumpless ta' garaxxijiet inkluż il-main entrance, rampi, taraġ u tromba tat-taraġ, id-driveways u kwalunkwe servizz, installazzjoni, plant, equipment u s-sistema tal-elettriku, meters u kull ħażja oħra li hija principally intended for the common use of benefit of the lock up garages situated in the garage complex, with a window servitude (high level window) that overlooks onto the ramp that leads from the complex of garages onto Triq Xatbet l-Art and is valued at seventy thousand euro (€70,000).

L-appartament u l-garaxx jiffurmaw parti minn blokk mhux ufficjalment immarkat bl-ittra A, Hal Warda Residences, fi Triq Hal Warda, H'Attard, u huma suġġetti u jibbenifikaw minn dawk is-servitujiet naxxenti b'mod naturali mill-pożizzjoni rispettiva tagħhom fuq u taħt proprjetajiet ta' terzi, u jgawdu minn dritt ta' użu fuq il-partijiet komuni tal-kumpless, liberi u franki, skont kif deskrirt fl-atti tan-Nutar Tonio Cauchi datat tlieta u għoxrin ta' Awwissu, tas-sena elfejn u tħalli (23.8.2012)

L-imsemmi fond huwa proprjetà ta' Carabott Rosario (KI 678946M) u Carabott Maria (KI 651949M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskrirt fl-atti tas-subbasta 7/2019.

Registru tal-Qrati Superjuri, illum it-Tnejn, 12 ta' Frar, 2024

GAETANA AQUILINA
Għar-Registratur, Qrati Ċivili u Tribunali

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B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-6 ta' Frar, 2024, fl-atti Mandatta' Inibizzjoni numru 39/2024/1GG, li ġie ppreżentat fl-10 ta' Jannar, 2024, fl-ismijiet: Bartolo Raymond noe vs Cairns Patricia, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifikasi fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna l-hruġ ta' Mandat ta' Inibizzjoni kontra l-intimat.

Il-Mandat ta' Inibizzjoni fl-ismijiet imsemmija hawn fuq huwa differit għall-5 ta' Marzu, 2024, fid-9.15 a.m.

Notifika: Cairns Patricia, 'Bonsai Apartments', Flat 7, Triq il-Wileġ, San Pawl il-Baħar

Registru tal-Qrati Superjuri, illum 12 ta' Frar, 2024

**CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)**
Għar-Registratur, Qrati Ċivili u Tribunali

Limited or its successors in title and includes the right of use of the common parts of the garage complex including the main entrance, ramps, staircase and stairwell, driveways, and all other services installations, plant, equipment and the electrical system and meters which are principally intended for the common use of benefit of the lock up garages situated in the garage complex, with a window servitude (high level window) that overlooks onto the ramp that leads from the complex of garages onto Triq Xatbet l-Art and is valued at seventy thousand euro (€70,000).

The apartment and garage forms part of a block unofficially marked letter A, hal Warda Residencies, in Triq Hal Warda, H'Attard, and are subject to and benefit from those servitudes resulting by natural way from their respective position overlying and underlying third party properties, and enjoys the right of use of the common parts of the complex, free and unencumbered, as described in the acts of Notary Tonio Cauchi dated twenty third of August, of the year two thousand and twelve (23.8.2012).

The said tenement is the property of Carabott Rosario (ID 678946M) and Carabott Maria (ID 651949M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 7/2019.

Registry of the Superior Courts, this Monday, 12th February, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

By means of a decree given by the Civil Court, First Hall, on the 6th February, 2024, in the records Warrant of Prohibitory Injunction number 39/2024/1GG, which was filed on the 10th January, 2024, in the names: Bartolo Raymond noe vs Cairns Patricia, the following publication was ordered in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Order the issuing of a Warrant of Prohibitory Injunction against the respondent.

The Warrant of Prohibitory Injunction in the names mentioned above is postponed to 5th March, 2024, at 9.15 a.m.

Notify: Cairns Patricia, 'Bonsai Apartments', Flat 7, Triq il-Wileġ, St Paul's Bay

Registry of the Superior Courts, today 12th February 2024

**CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)**
For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, Sede Kostituzzjonali, fit-30 ta' Jannar, 2024, fl-atti tar-Rikors Kostituzzjonali numru 376/2023AB, li ġie ppreżentat fl-20 ta' Lulju, 2023, fl-ismijiet A. G. Construction Ltd vs l-Avukat tal-Istat et, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tikkundanna lill-intimati jħallsu l-istess kumpens u danni hekk likwidati. Bl-ispejjeż u bl-imgħax legali kontra l-intimati ingħunti għas-subizzjoni.

Ir-Rikors Kostituzzjonali fl-ismijiet imsemmija hawn fuq huwa differit għat-12 ta' Marzu, 2024, fl-10.20 a.m.

Notifika Intimat: Grixti Jesmond, 2, Mt Carmel F/H, Triq Hal Far, Iż-Żurrieq

Registru tal-Qrati Superjuri, illum 7 ta' Frar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, Constitutional Jurisdiction, on the 30th January, 2024, in the records of Constitutional Application number 376/2023AB, which was filed on the 20th July, 2023, in the names: A. G. Construction Ltd vs State Advocate et, the following publication was ordered in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Condemn the respondents to pay the same compensation and damages so liquidated. With costs and legal interest against the respondents who are summoned so that a reference to their evidence be made.

The Constitutional Application in the names mentioned above is postponed to 12th March, 2024, at 10.20 a.m.

Notify respondent: Grixti Jesmond, 2, Mt Carmel F/H, Triq Hal Far, Żurrieq

Registry of the Superior Courts, today 7th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fid-9 ta' Jannar, 2024, fl-atti tar-Rikors Ġuramentat numru 840/2023AB, li ġie ppreżentat fl-1 ta' Awwissu, 2023, fl-ismijiet: Mifsud Shaun noe vs Azzopardi Ronald noe, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajn: Tordna u tikkundanna lis-soċjetà konvenuta sabiex thallas lill-esponenti l-ammont hekk kif likwidat minn din l-Onorabbli Qorti. Bl-ispejjeż u bl-imgħax legali kontra l-konvenuti ingħunti għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-25 ta' Marzu, 2024, fid-9.10 a.m.

Notifika Intimat: Azzopardi Ronald noe. No. 5, Flat 6, Triq Howard, Tas-Sliema

Registru tal-Qrati Superjuri, illum 8 ta' Frar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 9th January, 2024, in the records of Sworn Application number 840/2023AB, which was filed on the 1st August, 2023, in the names: Mifsud Shaun noe vs Azzopardi Ronald noe, the following publication was ordered in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondent. The applicants asked this Honourable Court to, among others: Order and condemn the defendants company to pay the applicants the amount as liquidated by this Honourable Court. With costs and legal interest against the defendants who are summoned so that a reference to their evidence be made.

The Sworn application in the names mentioned above is postponed to 25th March, 2024, at 9.10 a.m.

Notify respondent: Azzopardi Ronald noe. No. 5, Flat 6, Triq Howard, Tas-Sliema

Registry of the Superior Courts, today, 8th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

Ikun jaf kulħadd illi permezz ta' digriet mogħti fl-14 ta' Diċembru, 2023, mogħti mill-Qorti tal-Maġistrati (Għawdex), Ĝuriżdizzjoni Superjuri, Sezzjoni Familja, fl-atti tar-rikors maħluu numru 49/2023 fl-ismijiet 'Edward Magri vs Lorraine Falzon' għiet ordnata l-publikazzjoni riprodotta hawn taħt sabiex isservi ta' notifikasi fil-konfront tal-intimata Lorraine Falzon, karta tal-identità numru 568976M, bl-indirizz Regency Court, Block B, P/H 2, Triq is-Santwarju Puniku, Ta' Kerċem, Ghawdex, u dan ai termini tal-artiklu 187(3) tal-Kap. 12 tal-Ligijiet ta' Malta.

Fil-Qorti tal-Maġistrati (Għawdex), Ĝuriżdizzjoni Superjuri, Sezzjoni Familja

Min jirċievi dan ir-rikors maħluu kontra tiegħu għandu jippreżenta r-risposta maħluu tiegħu fi żmien għoxrin (20) jum mid-data tan-notifika, ċeo minn meta jirċeviha. Jekk ma tigħix ippreżenta r-risposta maħluu bil-miktub kif trid il-ligi saż-żmien insemmi, il-Qorti tgħaddi biex tagħti deċiżjoni skont il-ligi.

Għalhekk huwa fl-interess ta' min jirċievi dan ir-rikors maħluu li jkellem avukat bla dewmien sabiex il-Qorti tisma' x'għandu xi jgħid fil-kawża.

Rikors Ĝuramentat numru 49/2023(SG)

Edward Magri

vs

Lorraine Falzon

Permezz ta' dan ir-rikors maħluu ir-rirkorrenti qed jitlob lill-Qorti sabiex tippronunzja l-ħall taż-żwieg li ġie cċelebrat nhar it-18 ta' Awwissu, 1996, bejn il-partijiet.

Dan ir-rikors maħluu huwa differit għas-smiġġ għal nhar il-Ġimgħa, 8 ta' Marzu, 2024, fl-10.30 a.m. fl-edifizzju tal-Qorti ta' Għawdex, Misraħ il-Katidral, Ir-Rabat, Għawdex.

Illum 2 ta' Frar, 2024

Registru tal-Qorti tal-Maġistrati (Għawdex)

MARGARET DE BATTISTA
Assistent Registratur, għar-Registrator, Qrati u Tribunalu (Għawdex)

It is hereby notified that by virtue of a decree given on 14th of December, 2023, given by the Court of Magistrates (Gozo) Superior Jurisdiction, Family Section, in the acts of sworn application number 49/2023 in names 'Edward Magri vs Lorraine Falzon' the publication reproduced below was ordered to serve as a notification against the respondent Lorraine Falzon, identity card number 568976M, with address at Regency Court, Block B, P/H 2, Triq is-Santwarju Puniku, Ta' Kerċem, Gozo, and this in terms of article 187(3) of Cap. 12 of the Laws of Malta.

In the Court of Magistrates (Gozo), Superior Jurisdiction, Family Section

Whoever receives this sworn application against them must present their sworn reply within twenty (20) days from the date of notification, that is from when they receive it. If the sworn reply is not presented in writing as required by law by the said timeframe, the Court will proceed to hand down its decision according to law.

Therefore, it is in the interest of whoever receives this sworn application to consult a lawyer without delay so that the Court may hear what they have to say in the case.

Sworn application number 49/2023

Edward Magri

vs

Lorraine Falzon

By means of this sworn application the applicant is asking the Court to pronounce the dissolution of marriage contracted between the parties on the 18th of August, 1996.

This sworn application is adjourned for hearing for Friday, 8th March, 2024, at 10.30 a.m. at the Gozo Court's building, Misraħ il-Katidral, Victoria, Gozo.

This 2nd of February, 2024

Registry of the Gozo Courts and Tribunals

MARGARET DE BATTISTA
Assistant Registrar, for the Registrar, Gozo Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-12 ta' Frar, 2024, fuq rikors ta' Brian Cutajar noe u fuq talba ta' Joseph Dalli (KI 230159M) ġie ffissat il-jum tat-Tnejn, 15

By decree given by the Civil Court, First Hall, on the 12th February, 2024, on the application of Brian Cutajar noe and by request of Joseph Dalli (ID 230159M), Monday,

ta' April, 2024, fil-hdax ta' filghodu (11.00 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'kamra numru 78, biswit l-Arkivju, Livell-1, Qrati tal-Ğustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-oġġetti hawn taħt deskritti, u skont id-digriet tat-23 ta' Ottubru, 2013, maqbudin mingħand Cutajar Salvatore sive Salvu (KI 375142M):

Mitt (100) sehem ordinarju fis-soċjetà S.C. & Company Limited (C6050).

N.B. L-imsemmija ogħġetti jinbiegħu bħalma ġie deskrift fl-atti tas-subbasta numru 32/11.

Reġistru tal-Qrati Superjuri, illum it-Tnejn, 12 ta' Frar, 2024

MARVIC FARRUGIA
Għar-Registratur tal-Qrati Ċivili u Tribunali

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Avviż mir-Reġistru tal-Prim' Awla tal-Qorti Ċivili

Billi Maria Christina Wild (passaport tar-Renju Unit numru 542286598) ippreżentat rikors (numru 709/2023JVC) fejn giet mitluba l-korrezzjoni tal-Att taż-Żwieġ numru 2689/2023 fir-Reġistru Pubbliku.

Kull min jidhirlu li għandu interess u jrid jopponi dik it-talba, b'dan l-avviż huwa msejjah sabiex ifisser il-fehma tiegħi, b'nota li għandha tīgħi ppeżentata fir-Reġistru ta' dawn il-Qrati fi żmien ħmistax-il ġurnata mill-ħruġ ta' dan l-avviż fil-Gazzetta tal-Gvern.

Dawk illi, fizi-żmien fuq imsemmi, ikunu ppreżentaw dik in-nota, għandhom jiġu notifikati b'kopja tar-rikors ġuramentat hawn fuq imsemmi bil-ġurnata li tingħata għas-smiġħ tal-kawża.

B'ordni tal-Qorti,

Reġistru tal-Qorti Superjuri,

Illum 13 ta' Frar, 2024

CORA CATANIA
Għar-Registratur, Qrati Ċivili u Tribunali

15th April, 2024, at eleven in the morning (11.00 a.m.), has been fixed for the sale by auction, to be held in room number 78, nearby the Archives, Level -1, Courts of Justice, Triq ir-Repubblikat, Valletta, of the following items, as decreed on 23rd October, 2013, seized from the property of Cutajar Salvatore sive Salvu (ID 375142M):

One hundred (100) ordinary shares within the company S.C. & Company Limited (C6050).

N.B. The said objects will be sold as described in the acts of the judicial sale file number 32/11.

Registry of the Superior Courts, this Monday, 12th February, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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Notice, Registry of the Civil Court, First Hall

Whereas Maria Christina Wild (United Kingdom passport number 542286598) filed an application (number 709/2023JVC) demanding the correction of the Act of Marriage number 2689/2023 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 13th of February, 2024

CORA CATANIA
For Registrar, Civil Courts and Tribunals

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B'digriet tat-Tribunal għal Talbiet Żgħar, tat-13 ta' Gunju, 2023, ġiet ordnata l-pubblikkazzjoni tal-estratt li jidher hawn taħt għall-finijiet ta' notifika skont l-Artikolu 187(3) et sequitur tal-Kodici ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

By a decree of the Small Claims Tribunal of the 13th June, 2023, the publication of the following extract was ordered for the purpose of service in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

Vodafone Malta Limited illum Epic Communications Limited (C10865) ta' Skyparks Business Centre, Malta International Airport, Hal Luqa LQA 4000, ipprezentaw Talba, fit-23 ta' Marzu, 2023, fejn talbu lit-Tribunal sabiex jikkundanna lil Patricia Azzopardi (KI 110970M) ta' 20, Annie, Triq Sciortino, Haż-Żebbuġ, Malta, sabiex thallas lis-soċjetà attrici s-somma ta' €2302.93, liema ammont huwa dovut lis-soċjetà attrici.

Bl-ispejjeż u bl-imgħaxijiet

Il-kawża (Avviż numru 97/2023MD) hija differita għas-27 ta' Frar, 2024, fis-1.20 p.m.

Registru tal-Qorti Maġistrati (Malta), illum 13 ta' Frar, 2024

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati Ċivili u Tribunalu

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B'dan l-avviż ikun magħruf illi b'rrikors ippreżentat fil-Qorti, Sezzjoni ta' Ĝuriżdizzjoni Volontarja, fit-12 ta' Settembru, 2023, Rikors numru 1612/2023/1, minn Josette Cutajar et fejn talbu li tīgħi ddikjarata miftuħa favur Carmen Brincat née Micallef, Jane Peel née Micallef, Josette Cutajar née Micallef, Maria Assunta Busutil née Micallef u Odette Micallef in kwota ta' kwinta (1/5) parti indiżiha kull waħda minnhom is-suċċessjoni ta' Vittorio Micallef, żewġ Maria Dolores Micallef née Mifsud, bin il-mejtin Enrico Micallef u Carmela Micallef née Calleja, imwied il-Belt Valletta, Malta, kien residenti l-Marsa, Malta u miet Tal-Pietà, Malta, fit-23 ta' Ĝunju, 2003, ta' 68 sena, u li kellu karta tal-identità numru 0704134M.

Għaldaqstant, kull min jidhirlu li għandu interess huwa msejjah biex jidher quddiem il-Qorti fuq imsemmija sabiex b'nota jmur kontra dik it-talba fi żmien hmistax-il ġurnata li jibda jgħaddi minn dak il-jum li fih jiġi mwahħhal il-bandu u l-avviżi skont il-liggi.

Registru tal-Qorti Ċivili, Sezzjoni ta' Ĝuriżdizzjoni Volontarja

Illum 13 ta' Frar, 2024

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati Ċivili u Tribunalu

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B'digriet tat-12 ta' Frar, 2024, mogħiġi mill-Qorti Ċivili Prim' Awla, din il-Qorti ordnat il-publikazzjoni tal-estratt li jidher hawn taħt biex iservi ta' notifika skont l-Artikolu 338 (1) tal-Kodiċi tal-Proċedura u Ċivili (Kap.12)

Vodafone Malta Limited (C10865) today Epic Communications Limited (C10865) of Skyparks Business Centre, Malta International Airport, Hal Luqa LQA 4000, filed a Claim on the 23rd March, 2023, whereby they asked the Tribunal to condemn Patricia Azzopardi (ID 110970M) of 20, Annie, Triq Sciortino, Haż-Żebbuġ, Malta, to pay the plaintiff company the sum of €2302.93, which amount is due to the plaintiff company.

With costs and interests

The case (Claim number 97/2023MD) is deferred on the 27th February, 2024, at 1.20p.m.

Registry of the Courts of Magistrates (Malta), today 13th February, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals.

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By means of an application filed in the Civil Court of Voluntary Jurisdiction Section, on the 12th September, 2023, Application number 1612/2023/1, by Josette Cutajar et whereby they requested that it be declared open in favour of Carmen Brincat née Micallef, Jane Peel née Micallef; Josette Cutajar née Micallef; Maria Assunta Busutil née Micallef and Odette Micallef in the quota of one fifth (1/5) undivided share each one of them the succession of Vittorio Micallef, husband of Maria Dolores Micallef née Mifsud, son of the late Enrico Micallef and Carmela Micallef née Calleja, born in Valletta, Malta, resided in Marsa, Malta and died in Tal-Pietà, Malta, on the 23rd June, 2003, aged 68, and who held identity card number 0704134M.

Wherefore, any person who believes to have an interest in the matter is hereby called upon to appear before the said Court and to bring forward his objections hereto by a minute to be filed within fifteen days from the posting of the banns and notices according to law.

Registry of the Civil Court, Voluntary Jurisdiction Section

Today 13th February, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Court and Tribunals

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By a Decree of the 12th February, 2024, given by the First Hall Civil Court, the Court ordered that the extract hereunder mentioned be published for the purpose of service according the Article 338 (1) of the Code of Organisation and Civil Procedure (Cap. 12).

Illi b'Rikors u Ċedola ta' Kompensazzjoni kontestwalment prezentati minn Zammit Leasing and Investments Limited ġja J. Zammit Limited bin-numru tar-registrazzjoni C37945, fl-1 ta' Frar, 2024, qed tintalab tpaċċija tal-ammont ta' €200 prezz minnhom offert fil-bejgħ bl-irkant 16/2023 fl-ismijiet Zammit Leasing and Investmets Limited ġja J. Zammit Limited (C37945) vs Joanne Aquilina (KI 183378M) miżum taħt l-awtorità ta' din il-Qorti fil-31 ta' Jannar, 2024.

Skont Artiklu 338 (2) tal-Kapitlu 12: Kull min jista' jkollu interess u l-persuni hekk notifikati għandhom żmien għoxrin gurnata biex jippreżentaw tweġiba li fiha jiddikjaraw bid-dettall ir-raġunijiet għall-oppożizzjoni tagħhom u s-somom kontestati; u meta dik l-oppożizzjoni tkun imsejha fuq talba li tolqot ir-rikavat tal-bejgħ u allegata kawża ta' preferenza, huma għandhom jiddikjaraw l-ammont ta' dik it-talba u l-baži għal dik il-preferenza. Dawn il-persuni għandhom flimkien mar-risposta jippreżentaw kull prova rilevanti sabiex jissostanzjaw l-opożizzjoni tagħhom.

Reġistru tal-Qorti Superjuri, illum it-Tlieta, 13 ta' Frar, 2024

MARVIC FARRUGIA
Għar-Registrator, Qrati Ċivili u Tribunali

That by application and a Schedule of set-off filed contemporaneously by Zammit Leasing and Investments Limited previously J. Zammit Limited with the registration number C37945, on the 1st Febrary, 2024, the approval of the said judicial acts is being demanded for the amount of €200 following judicial sale by auction 16/2023 in the names Zammit Leasing and Investments Limited previously J. Zammit Limited (C37945) vs Joanne Aquilina (ID 183378M) held under the Authority of the said Court on the 31st January, 2024.

According to Article 338 (2) of Cap. 12: Any person who may have an interest and the persons so served shall be allowed the time of twenty days to file an answer stating in detail the reasons for their opposition and the amounts in contestation; and where such opposition is based on a claim against the proceeds of sale an alleged cause of preference, they are to state the amount of such claim and the basis for the preference. Such persons shall with the answer file all relevant evidence to substantiate their opposition.

Registry of the Superior Courts, this Tuesday, 13th February, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fis-7 ta' Diċembru, 2023, fl-atti tar-Rikors Ġuramentat numru 1030/2023 AJD, li ġie ppreżentat fil-11 ta' Settembru, 2023, fl-ismijiet: Tlata Limited vs Micallef Christopher et, giet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap. 12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talab lil din l-Onorabbi Qorti sabiex fost oħrajn: Tiddeċiedi u tordna li f'każ li l-konvenuti jonqsu li jesegwixxu x-xogħliji li jiġu ordnati minn din l-Onorabbi Qorti, is-soċjetà attrici rikorrenti tkun awtorizzata li tesegwixxi x-xogħliji a spejjeż tal-konvenuti. Bl-ispejjeż bl-imgħaxi jippreżi kontra l-konvenuti li minn issa huma ingħanti għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuu huwa differit għall-15 ta' Marzu, 2024, fid-9.15 a.m.

Notifika Intimat: Micallef Christopher u Micallef Charmaine, 62, Cor Jesu, Triq il-Kaħwiela, Il-Mosta

Reġistru tal-Qrati Superjuri, illum 12 ta' Frar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registrator, Qrati Ċivili u Tribunal

By means of a decree given by the Civil Court, First Hall, on the 7th December, 2023, in the records of Sworn Application number 1030/2023 AJD, which was filed on the 11th September, 2023, in the names: Tlata Limited vs Micallef Christopher et, the following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondents. The applicant asked this Honourable Court to, among others: Decide and order that in case the defendants fail to execute the works that shall be ordered by this Honourable Court, the applicant plaintiff company shall be authorised to execute the works at the expense of the defendants. With costs and interests against the defendants who are from now summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed for hearing to the 15th March, 2024, at 9.15 a.m.

Notify respondent: Micallef Christopher and Micallef Charmaine, 62, Cor Jesu, Triq il-Kaħwiela, Mosta

Registry of the Superior Courts, today 12th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-23 ta' Novembru, 2023, fl-atti tar-Rikors Ġuramentat numru 866/2023AB, li ġie ppreżentat fit-8 ta' Awwissu, 2023, fl-ismijiet: N1 Interactive Ltd vs Debitum Collectio Limited noe, ġiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimati. Ir-rikorrent talab lil din l-Onorabbi Qorti sabiex fost oħrajn: Tordna l-ħruġ ta' kontromandat fl-ismijiet Debitum Collectio Limited noe vs N1 Interactive Ltd għat-thassir ta' Mandat ta' Sekwestru numru 1890/2021. Bl-ispejjeż kollha kontra l-intimati minn issa huma ingħunti għas-subbazzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għall-4 ta' April, 2024, fl-10.20 a.m.

Notifika Intimat: Debitum Collectio Limited (C99394), Phoenix Business Centre, The Penthouse, Old Railway Track, Santa Venera

Registru tal-Qrati Superjuri, illum 30 ta' Jannar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 23rd November, 2023, in the records of the Sworn Application number 866/2023AB, which was filed on the 8th August, 2023, in the names: N1 Interactive Ltd vs Debitum Collectio Limited noe, the following publication was ordered in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondents. The applicant asked this Honourable Court to, among others: Order the issuing of a counter-Warrant in the names Debitum Collectio Limited noe vs N1 interactive Ltd, for the cancellation of the Garnishee order number 1890/2021. With all costs against the respondents who are from now summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed to 4th April, 2024, at 10.20 a.m.

Notify respondent: Debitum Collectio Limited (C99394), Phoenix Business Centre, The Penthouse, Old Railway Track, Santa Venera

Registry of the Superior Courts, today 30th January, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fid-9 ta' Frar, 2024, fuq rikors ta' Bank of Valletta plc (C2833) ġie ffissat il-jum tat-Tlieta, 25 ta' Ĝunju, 2024, fil-ħdax u nofs ta' filgħodu (11.30 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswift l-Arkivju, Livell -1, Qrati tal-Gustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskrirt:

Ix-showroom internament numerata bin-numru wieħed (1) li tinsab fil-pjan terran, b'entratura minn bieb komuni li jgħib in-numru mitejn u sitta u tletin (236), f'High Street, Il-Hamrun, formanti parti minn blokk ta' bini konsistenti fi tliet sulari, inkluż il-parti relattiva tal-partijiet komuni, però eskluż it-tieni (2) u t-tielet (3) sular, il-bejt u l-arja sovrastanti t-tielet (3) sular, ta' liema bejt u arja l-kumpanija Globino Limited għandha biss l-użu in komuni mal-proprietarji tax-showroom li tinsab fit-tielet (3) sular, libera u franka, bid-drittijiet u l-pertinenzi kollha tagħha, u stmata li tiswa mitejn u disgħa u għoxrin elf ewro (€229,000).

L-imsemmi fond huwa proprjetà ta' Globino Limited (C10052).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskrift fl-atti tas-subbasta 44/2016.

By decree given by the Civil Court, First Hall, on the 9th February, 2024, on the application of Bank of Valletta plc (C2833), Tuesday, 25th June, 2024, at half past eleven in the morning (11.30 a.m.), has been fixed for the sale by auction, to be held in Room Number 78, Nearby the Court Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The showroom internally numbered number one (1) situated on the ground floor level, with an entrance through a common door with number two hundred and thirty six (236), in High Street, Hamrun, forming part of a building block consisting of three floors, including the relative part of the common parts, however excluding the second (2nd) and the third (3rd) floor, the roof and the overlying airspace above the third (3rd) floor, which roof and airspace the company Globino Limited has only common use with the owners of the showroom situated on the third (3rd) floor, free and unencumbered, with all its rights and appurtenances, and valued at two hundred and twenty nine thousand euro (€229,000).

The said tenement is the property of Globino Limited (C10052).

N.B. The said tenement will be sold as described in the acts of judicial sales number 44/2016.

Reġistru tal-Qrati Superjuri, illum l-Erbgha, 14 ta' Frar, 2024

GAETANA AQUILINA
Għar-Registratur, Qrati Ċivili u Tribunali

Registry of the Superior Courts, this Wednesday, 14th February, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

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B'digriet tat-8 ta' Frar, 2024, mogħti mill-Qorti Ċivili, Prim'Awla, din il-Qorti ordnat il-pubblikazzjoni tal-estratt li jidher hawn taħbi biex iservi ta' notifika skont l-Artikolu 187(3) tal-Kodiċi tal-Proċedura u Organizzazzjoni (Kap. 12)

B'rirkors ippreżzentat fil-Qorti Ċivili, Prim'Awla, fit-8 ta' Awwissu, 2023, minn Farstone Construction Limited bin-numru tar-registrazzjoni C30589, Subbasta bin-numru 37/23 fl-ismijiet Farstone Construction & Restoration Limited (C30589) vs Ian Abela Fitzpatrick (KI 46378M) qed jintalab il-bejgħ bl-irkant ta':

Porzjon diviż ta' art bil-bini fuqha, konsistenti f'razzett ta' żewġ sulari mingħajr isem u numru uffiċċiali iżda mmarkat mhux uffiċċjalment bin-numru wieħed (1) magħrufa bħala 'Tas-Sienja l-Għolja' sive 'Ta' Gnien Abeli' fil-limiti ta' Hal Qormi, tal-kejl superficjalji komplexiv ta' madwar tmint elef tliet mijha u hamma u hamis metru kwadru (8355m²), konfinanti mit-Tramuntana ma' triq tal-kampanja bla isem, mil-Lvant u mix-Xlokk ma' Wied Hanżir u min-Nofsinhar ma' sqaq bla isem, libera u frank, bid-drittijiet u l-pertinenzi kollha tagħha.

L-imsemmija proprjetà tappartjeni lil Ian Abela Fitzpatrick (KI 46378M).

Reġistru tal-Qrati Superjuri, illum it-Tnejnm 5 ta' Frar, 2024

MARVIC FARRUGIA
Għar-Registratur, Qrati Ċivili u Tribunali

By a decree given on the 8th February, 2024, by the Civil Court, First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

By the application filed in the Civil Court, First Hall, on the 8th August, 2023, by Farstone Construction and Restoration Limited with the registration number C30589, Judicial Sale number 37/23 in the names Farstone Construction & Restoration Limited (C30589) vs Ian Abela Fitzpatrick (ID 46378M) is being asked that the Court orders the sale by auction of the:

A divided portion of land with erected buildings on it, consisting of a two storey farm unnamed and official numbered one (1) known as 'Tas-Sienja l-Għolja' sive 'Ta' Gnien Abeli' within the limits of Hal Qormi, approxiametly superficially measures of eight thousand three hundred and fifty five square meters (8355m²), bounded on the north by unnamed country road, east and south east by Wied Hanżir and south by unnamed alley, free and unencumbered with all its rights and appurtenances.

The said property belongs to Ian Abela Fitzpatrick (ID 46378M).

Registry of the Superior Courts, this Monday 5th February ,2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fid-9 ta' Jannar, 2024, mill-Qorti (Sejjoni tal-Familja) fl-atti tar-Rikors Ġuramentat numru 421/23AL fl-ismijiet Akram Ali Musbah Ali Mohamed vs Danielle Michelle Cremona, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Danielle Michelle Cremona a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Akram Ali Musbah Ali Mohamed (KI 0249917L) vs Danielle Michelle Cremona (KI 157899M) fl-atti tar-Rikors Ġuramentat numru 421/2023AL,

By means of a decree of the 9th January, 2024, of the Civil Court (Family Section), in the records of the Sworn Application in the names Akram Ali Musbah Ali Mohamed vs Danielle Michelle Cremona, Application number 421/2023AL, the following publication was ordered for the purpose of effecting service on the respondent Danielle Michelle Cremona in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an Application in the records of the Sworn Application number 421/2023AL in the names Akram Ali Musbah Ali Mohamed (ID 0249917L) vs Danielle Michelle

ipprezentat fil-Qorti (Sezzjoni tal-Familja) fis-26 ta' Lulju, 2023, ir-rikorrenti Akram Ali Musbah Ali Mohamed (KI 0249917L) talab lil din l-Onorabqli Qorti sabiex:

1. Tippronunzja l-ħall taż-żwieg ezistenti bejn il-partijiet ai termini tal-artikolu 66B tal-Kap. 16 tal-Ligijiet ta' Malta;

2. Tordna lir-Registratur tal-Qrati sabiex fiż-żmien imħolli għaldaqshekk mill-istess Onorabqli Qorti, javża lid-Direttur tar-Registru Pubbliku bid-divorzju tal-partijiet biex dan jigi reġistrat fir-Registru Pubbliku.

Il-kawża fl-ismijiet Akram Ali Musbah Ali Mohamed vs Danielle Michelle Cremona (Rikors numru 421/2023AL) hija differita għas-27 ta' Frar, 2024, fid-9.15 a.m.

Rikorrenti: 24, Triq id-Duluri, Il-Ħamrun

Notifika: Danielle Michelle Cremona, 2 St Lawrence Flat Nru. 2, Triq il-Fuħħarin, Birkirkara

Registru tal-Qrati (Sezzjoni Familja), illum 15 ta' Frar, 2024

ALEXANDRA DEBATTISTA
Għar-Registatur, Qrati Ċivili u Tribunali

Cremona (ID 157899M), filed in the Civil Court (Family Section), on the 26th July, 2023, the applicant Akram Ali Musbah Ali Mohamed (ID 0249917L) requested this Honourable Court to:

1. Pronounce the dissolution of marriage between the parties in terms of Article 66B of Cap. 16 of the Laws of Malta;

2. Order the Registrar of Courts so that within the time allowed for this by the same Honourable Court, he notifies the Director Public Registry of the divorce of the parties so that it be registered in the Public Registry.

The application in the names Akram Ali Musbah Ali Mohamed vs Danielle Michelle Cremona, Application number 421/2023AL, has been postponed for hearing to the 27th February, 2024, at 9.15 a.m.

Applicant: 24, Triq id-Duluri, Hamrun

Notification: Danielle Michelle Cremona, 2, St Lawrence, Flat 2, Triq il-Fuħħarin, Birkirkara

Registry of the Civil Courts (Family Section), today 15th February, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħi fid-29 ta' Jannar, 2024, mill-Bord Dwar il-Kontroll ta' Kiri ta' Raba' fl-atti tar-rikors fl-ismijiet Godwin Darmanin et vs Carmelo Busuttil, Rikors numru 60/2023SG, għet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Carmelo Busuttil a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Godwin Darmanin (KI 770246M), Maurice Darmanin (KI 1061047M), Maria Elena magħrufa bħala Marlène Tonna (KI 221050M) u Josephine magħrufa bħala Joyce Formosa (KI 41153M) vs Carmelo Busuttil (KI 0187459M) ipprezentat fil-Bord Dwar il-Kontroll tal-Kiri ta' Raba', fil-4 ta' Diċembru, 2023, ir-rikorrenti Godwin Darmanin (KI 770246M), Maurice Darmanin (KI 1061047M), Maria Elena magħrufa bħala Marlène Tonna (KI 221050M) u Josephine magħrufa bħala Joyce Formosa (KI 41153M) talbu lil dan l-Onorabqli Bord għaliex m'għandux:

By means of a decree of the 29th January, 2024, of the Rural Leases Control Board, in the records of the Application in the names Godwin Darmanin et vs Carmelo Busuttil, Application number 60/2023SG, the following publication was ordered for the purpose of effecting service on the respondent Carmelo Busuttil in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Godwin Darmanin (ID 770246M), Maurice Darmanin (ID 1061047M), Maria Elena known as Marlène Tonna (ID 221050M) and Josephine known as Joyce Formosa (ID 41153M) vs Carmelo Busuttil (ID 0187459M), filed in the Rural Leases Control Board, on the 4th December, 2023, the applicants Godwin Darmanin (ID 770246M); Maurice Darmanin (ID 1061047M); Maria Elena known as Marlène Tonna (ID 221050M) and Josephine known as Joyce Formosa (ID 41153M) requested this Honourable Board why it should not:

1. Jawtorizza li jsir ftehim ġdid għall-kiri tar-raba' magħrufa bħala Ta' Dragun fil-kuntrada taż-Żonqor, limiti ta' Haż-Żabbar għal skop esklussiv agrikolu (kultivar ta' prodotti) għal żmien di fermo ta' tmien (8) snin jew dak iż-żmien ieħor li jidhirlu xieraq li jistbbilixxi dan l-Onorabbli Bord b'effett mill-iskadenza li jmiss ossija l-15 ta' Awwissu, 2024, u dan versu l-kira l-ġidida li tīgħi stabbilita minn dan l-Onorabbli Bord b'dan illi wara l-gheluq ta' tali terminu, l-kirja ma tibqax iktar tīgħi mgħedda ope legis.

Rikorrenti: Godwin Darmanin, Schombrunne, Triq ta' Giorni, San Ġiljan

Maurice Darmanin, 27, Triq il-Kileb, L-Imqabba
 Maria Elena Tonna, 21, Edmar, Triq il-Katakombi, L-Imqabba
 Josephine Formosa, 21, Colorado, Triq Buleben iż-Żgħir, Haż-Żabbar

Intimat: Carmelo Busuttil, 77, Carmkate, Triq in-Nissiega, Haż-Żabbar

Ir-rikors fl-ismijiet Godwin Darmanin et vs Carmelo Busuttil, Rikors numru 60/2023SG, jinsab differit għas-26 ta' Frar, 2024, fil-12.10 p.m.

Registru tal-Qrati Superjuri, illum 15 ta' Frar, 2024

ALEXANDRA DEBATTISTA
 Għar-Registratur, Qrati Ċivili u Tribunali

1. Authorise a new lease agreement to be entered into for the lease of the land known as Dragon in the limits of Zonqor, limits of Haż-Żabbar for exclusive agricultural purpose (crop cultivation) for a term di fermo of eight (8) years or such other time as this Honorable Board may deem fit to establish with effect from the expiry that is 15th August, 2024, and this towards the new rent to be fixed by this Honourable Board provided that after the lapse of such term, the lease shall no longer be renewed ope legis.

Applicants: Godwin Darmanin, Schombrunne, Triq ta' Giorni, St Julian's

Maurice Darmanin, 27, Triq il-Kileb, Mqabba
 Maria Elena Tonna, 21, Edmar, Triq il-Katakombi, Mqabba
 Josephine Formosa, 21, Colorado, Triq Buleben iż-Żgħir, Haż-Żabbar

Respondent: Carmelo Busuttil, 77, Carmkate, Triq in-Nissiega, Haż-Żabbar

The application in the names Godwin Darmanin et vs Carmelo Busuttil, Application number 60/2023SG, has been postponed for hearing to the 26th February, 2024, at 12.10 p.m.

Registry of the Superior Courts, today 15th February, 2024

ALEXANDRA DEBATTISTA
 For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fil-15 ta' Jannar, 2024, mill-Qorti (Sejjoni tal-Familja) fl-atti tar-Rikors Ĝuramentat numru 194/23JPG fl-ismijiet l-Avukat Elena Fenech noe vs Carmen Williams, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimata Carmen Williams a tenur tal-Artikolu 187(3) et sequitur tal-Kodici ta' Organizzazzjoni u Proċedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet l-Avukat Elena Fenech (KI 367597M) bħala mandatarja specjali għan-nom tal-assenti Catherine Kennedy (passaport numru 562252761) fil-kwalita tagħha ta' kuratrici ta' John Matthew Williams (KI 188472A) u dan skont id-digriet mogħti mill-Qorti (Sejjoni Ĝuriżdizzjoni Volontarja) fil-15 ta' Luju, 2022, vs Carmen Williams (KI 375116L) fl-atti tar-Rikors Ĝuramentat numru 194/2023JPG, ppreżentat fil-Qorti (Sejjoni tal-Familja) fit-23 ta' Awwissu, 2023, ir-rikorrenti l-Avukat Elena Fenech (KI 367597M) bħala mandatarja specjali għan-nom tal-assenti Catherine Kennedy (passaport numru 562252761)

By means of a decree of the 15th January, 2024, of the Civil Court (Family Section), in the records of the sworn application in the names Dr Elena Fenech noe vs Carmen Williams, Application number 194/2023JPG, the following publication was ordered for the purpose of effecting service on the respondent Carmen Williams in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an Application in the records of the sworn application Number 194/2023JPG in the names Dr Elena Fenech (ID 367597M) as special mandatory in the name of the absent Catherine Kennedy (passport number 562252761) in her capacity as curator of John Matthew Williams (ID 188472A) and this according to the decree delivered by the Civil Court (Voluntary Jurisdiction) of the 15th July, 2022, vs Carmen Williams (ID 375116L), filed in the Civil Court (Family Section), on the 23rd August, 2023, the applicant Dr Elena Fenech (ID 367597M) as special mandatory in the name of the absent Catherine Kennedy (passport number

fil-kwalità tagħha ta' kuratriċi ta' John Matthew Williams (KI 188472A) u dan skont id-digriet mogħti mill-Qorti (Sezzjoni Ġuriżdizzjoni Volontarja) fil-15 ta' Lulju, 2022, talbet lil din l-Onorabbi Qorti sabiex:

1. Tippronunzja s-seprazzjoni personali bejn il-partijiet John Matthew Williams u Carmen Williams;
2. Tiddikjara xolta l-komunjoni tal-akkwisti tal-istess partijiet;
3. Tillikwida l-oġġetti formanti parti mill-komunjoni tal-akkwisti u taqsam b'mod ugħali l-istess komunjoni f'żewġ porzjonijiet u tassenja waħda lill-attur u l-oħra lill-konvenuta;
4. Konsegwentement tordna li kwalunkwe dispożizzjoni testamentarja rigwardanti proprjetà li se tiġi assenjata lill-attur tkun nulla u bla effett.

Bl-ispejjeż, kontra l-intimata li minn issa hija inguṇta għas-sabizzjoni.

Il-kawża fl-ismijiet Dott. Elena Fenech noe vs Carmen Williams (Rikors numru 194/2023JPG) hija differita għad-29 ta' Frar, 2024, fid-9.15 a.m.

Rikorrenti: c/o 36, Triq l-Arcisqof, Il-Belt Valletta

Notifika: 53, First Floor, Triq it-Terz, Tal-Ibrag

Reġistru tal-Qrati (Sezzjoni Familja), illum 15 ta' Frar, 2024

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati Ċivili u Tribunali

B'digriet mogħti mill-Qorti Ċivili, Prim' Awla, fit-8 ta' Frar, 2024, fuq rikors ta' Bank of Valletta plc (C2833) gie ffissat il-jum tat-Tlieta, 25 ta' Ĝunju, 2024, fil-ħdax ta' filgħodu (11.00 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra numru 78, Biswit l-Arkivju, Livell-1, Qrati tal-Gustizzja, Triq ir-Repubblika, Il-Belt Valletta tal-fond hawn taħt deskrirt:

Id-dar numerata bin-numru tletin (30) għja numru tnejn u ħamsin (52) fi Triq il-Konti Ruġġieru, Ir-Rabat, Malta, mibnija fuq żewġ sulari 'l fuq mill-livell tat-triq filwaqt kompletament taħt il-livell tat-triq hemm sular taħt l-art (basement) li l-aċċess tiegħu huwa direttament minn taraq u lift intern filwaqt li fuq in-naħha ta' wara l-basement għandu

562252761) in her capacity as curator of John Matthew Williams (ID 188472A) and this according to the decree delivered by the Civil Court (Voluntary Jurisdiction) of the 15th July, 2022, requested this Honourable Court to:

1. Pronounce the personal separation between the parties John Matthew Williams and Carmen Williams;
2. Declare annulled the community of acquests between the same parties as dissolved;
3. Liquidate the objects forming part of the community of acquests and divide equally the same community of acquests into two portions and assigns one to the applicant and the another to the defendant;
4. Consequently order that any testamentary disposition relating to the property assigned to the applicant will be null and without effect.

With costs against the respondent who is from now summoned so that a reference to her oath be made.

The application in the names Dr Elena Fenech noe vs Carmen Williams, Application number 194/2023JPG, has been postponed for hearing to the 29th February, 2024, at 9.15 a.m.

Applicant: c/o 36, Triq l-Arcisqof, Valletta

Notification – 53, First Floor, Triq it-Terz, Tal-Ibrag

Registry of the Civil Courts (Family Section), today 15th February, 2024

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

By decree given by the First Hall, Civil Courts, on the 8th February, 2024, on the application of Bank of Valletta plc (C2833), Tuesday, 25th June, 2024, at eleven in the morning (11.00 a.m.), has been fixed for the sale by auction, to be held in room number 78, nearby the Archives, Level -1 Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The house numbered thirty (30) previously numbered fifty two (52) in Triq il-Konti Ruġġieru, Rabat, Malta, built on two floors above street level while completely below street level there is an underground floor (basement) whose access is directly from stairs and internal lift while on the rear the basement has direct access to the back garden free

accès direct għal ġnien retropost, libera u franka bid-drittijiet u l-pertinenzi kollha tagħha, inkluża l-arja relativa u stmata li tiswa seba' mijha u ħamsa u għoxrin elf ewro (€725,000).

L-imsemmi fond huwa proprjetà ta' Gouder Maria Gloria (KI499159M) u Gouder Joseph (KI616356M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskrift fl-atti tas-subbasta 53/2019.

Registru tal-Qrati Superjuri, illum il-Hamis, 15 ta' Frar, 2024

MARVIC FARRUGIA
Għar-Registratur, Qrati Ċivili u Tribunali

and unencumbered with all its rights and appurtenances and including its relative airspace valued at seven hundred and twenty five thousand euro (€725,000).

The said tenement is the property of Gouder Maria Gloria (ID499159M) and Gouder Joseph (ID616356M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 53/2019.

Registry of the Superior Courts, this Thursday, 15th February, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċivili, Prim Awla, fis-26 ta' Ottubru, 2023, fuq rikors ta' HSBC Bank Malta plc (C 3177) ġie ffissat il-jum tal-ħamis, 11 ta' April, 2024, fil-ħdax u nofs ta' filgħodu (11.30 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswift l-Arkivju, Livell -1, Qrati tal-Ğustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskrift:

Il-fond ossija l-maisonette bil-garaxx sottopost, li jikkonsisti minn maisonette fil-livell ta' elevated groundfloor, bin-numru 47, 'Immersion', fi Triq il-Gladjoli, fil-Madliena, limiti tas-Swieqi, bi dhul għaliex minn tarāġ mill-front garden, u li jidher li qed jintuża bħala ufficijiet fl-intier tiegħu, li jifformha parti minn korp ta' bini ikbar bi tliet sulari oħra sovrastanti l-imsemmi maisonette u sular garaxxijiet sottostanti fil-livell ta' semi basement, liema bini jmiss mit-Tramuntana mal-istess triq, mil-Lvant ma' beni ta' SN Properties Limited u mill-Punent ma' beni ta' Lino Farrugia u l-garaxx internament immarkat bin-numru tlieta (3), li jinsab fil-livell ta' semi basement, accessiblebly minn komun illi d-dħul tiegħu huwa ffit metri bogħod mid-dħul għal maisonette 'Immersion' u li jiġi sottosanti l-istess blokka.

Il-fond ma għandux partijiet komuni tħlief l-access għal garaxx mir-rampa u l-komun ta' isfel, mingħajr l-arja tiegħu stante illi huwa sottopost għal proprjetajiet sovrastanti, liberu u frank u kif sugġett għar-rata ta' cens annwu u perpetual ta' tlieta u għoxrin ewro u disgħa u għoxrin ċenteżmu (€23.29) pagabbli lil Fosters Ltd fid-9 ta' Settembru ta' kull sena bil-quddiem kif jirriżulta skont il-kuntratt fl-atti tan-Nutar Maurice Gambin datat it-tletin ta' Mejju, tas-sena elfejn u tnejn (30.5.2002) u stmat li jiswa seba' mijha u ħamsa u tletin elf ewro (€735,000).

By decree given by the Civil Court, First Hall, on the 26th October, 2023, on the application of HSBC Bank Malta plc (C 3177), Thursday, 11th April, 2024, at half past eleven in the morning (11.30 a.m.), has been fixed for the sale by auction to be held in Room Number 78, Nearby the Court Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

The tenement ossija a maisonette and an underlying garage, which consists of a maisonette on an elevated groundfloor level, numbered 47, 'Immersion' in Triq il-Gladjoli, in Madliena, limits of Swieqi, with its entrance by means of a stairs from the front garden, and which appears to be being used as an office in its entirety, forming part of a larger building complex with three other levels overlying the said maisonette and a level underlying garages at semi basement level, which building is bounded north with the said street, east with property of SN Properties Limited and west with property of Lino Farrugia and the garage internally marked number three (3), situated at semi basement level, accessible from the common area whose access is a few metres away from the entrance to the maisonette 'Immersion' and which is located underlying the said block.

The tenement has no common parts except the access to the garage from the ramp and the common landing, without its airspace since it is underlying overlying properties, free and unencumbered, and as subject to the annual and perpetual ground rent of twenty three euro and twenty nine cent (€23.29) payable forward each year to Fosters Ltd on the 9th September as resulting from the contract in the acts of Notary Maurice Gambin dated thirtieth May, of the year two thousand and two (30.5.2002) and is valued at seven hundred and thirty five thousand euro (€735,000).

L-imsemmi fond huwa proprietà ta' Agius Gordon (KI 85479M) u Agius Lara-Ann (KI 105776M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskritt fl-atti tas-subbasta 52/2023.

Registru tal-Qrati Superjuri, illum il-Ħamis, 15 ta' Frar, 2024

GAETANA AQUILINA
Għar-Registratur, Qrati Ċivili u Tribunalu

The said tenement is the property of Agius Gordon (ID 85479M) and Agius Lara-Ann (ID 105776M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 52/2023.

Registry of the Superior Courts, this Thursday, 15th February, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

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Permezz ta' digriet mogħti fid-29 ta' Jannar, 2024, mill-Bord Dwar il-Kontroll ta' Kiri ta' Raba' fl-atti tar-rikors fl-ismijiet Perit Josianne Vassallo vs Emanuel Zammit, Rikors numru 55/2023SG, ġiet ordnata s-segwenti pubblikazzjoni biex isservi ta' notifika fil-konfront tal-intimat Emanuel Zammit a tenur tal-Artikolu 187(3) et sequitur tal-Kodiċi ta' Organizzazzjoni u Procedura Ċivili (Kap. 12).

Permezz ta' rikors fl-ismijiet Perit Josianne Vassallo (KI 99176M) vs Emanuel Zammit (KI 1069546M) ippreżżentat fil-Bord Dwar il-Kontroll tal-Kiri ta' Raba', fl-10 ta' Novembru, 2023, ir-rikorrenti Perit Josianne Vassallo (KI 99176M) talbet lil dan l-Onorabbli Bord ghaliex m'għandux:

1. Jordna l-awment fil-qbiela tat-territorju tal-ghalqa magħrufa bħala Tal-Lewza fil-kontrada ta' Wied Manduca, tal-kejl ta' ċirka 1959m² u b'kamra delapidata skont site plan Dok. A fil-process, li hija mqabbla għand l-intimat Emanuel Zammit (KI 1069546M) bil-qbiela ta' €1000 fis-sena u/ jew somma oħra verjuri kif stabbilita minn dan l-Onorabbli Bord għall-perjodu ta' tmien snin u dan taħt dawk il-pattijiet u kundizzjonijiet kollha li dan il-Bord jogħġebu xieraq u opportun, u dan ai termini tal-Att XXII tal-2022 tal-Liġijiet ta' Malta b'rizzera għal kull azzjoni kostituzzjonali li talvolta jistgħu jintavolaw l-istess rikorrenti jekk l-istima tar-raba' u l-ambjenti tagħha inkluża l-kamra hijex gradevoli ghalihom għaliex ma tkunx stmatxa skont is-suq liberu.

Bl-ispejjeż u bl-ingħunzjoni tal-intimati għas-subizzjoni.

Rikorrenti: 15, Triq Mario Cortis, H'Attard

Intimat: Emanuel Zammit, 12, Xante, Triq il-Muža, Is-Siggiewi

Ir-rikkors fl-ismijiet Perit Josianne Vassallo vs Emanuel Zammit, Rikors numru 55/2023SG, jinsab differit għas-2 ta' Frar, 2024, fil-11.20 a.m.

By means of a decree of the 29th January, 2024, of the Rural Leases Control Board, in the records of the Application in the names Architect Josianne Vassallo vs Emanuel Zammit, Application number 55/2023SG, the following publication was ordered for the purpose of effecting service on the respondent Emanuel Zammit in terms of Article 187(3) et sequitur of the Code of Organisation and Civil Procedure (Cap. 12).

By means of an application in the names Architect Josianne Vassallo (ID 99176M) vs Emanuel Zammit (ID 1069546M), filed in the Rural Leases Control Board, on the 10th November, 2023, the applicant Architect Josianne Vassallo (ID 99176M) requested this Honourable Board why it should not:

1. Orders the increase in the agricultural rent of the land known as Tal-Lewza in the limits of Wied Manduca, of the overall area of circa 1959m² and a delapidated room according to the site plan Doc. A in the file, that is leased to the respondent Emanuel Zammit (ID 1069546M) for the agricultural lease of €1000 per year and/or other correct amount as established by this Board for a period of eight years and this under all those terms and conditions which this Board deems fit and opportune, and this according to Act XXII of 2022 of the Laws of Malta, reserving any constitutional action that may be filed by the same applicant if the valuation of the land and market environments is not gratuitous to them because it is not valued according to the free market value.

With costs against the respondent who is from now summoned so that a reference to his oath be made.

Applicant: 15, Triq Mario Cortis, H'Attard

Respondent: Emanuel Zammit, 12, Xante, Triq il-Muža, Is-Siggiewi

The application in the names Architect Josianne Vassallo vs Emanuel Zammit, Application number 55/2023SG, has been postponed for hearing to the 26th February, 2024, at 11.20 a.m.

Reġistru tal-Qrati Superjuri, illum 15 ta' Frar, 2024

Registry of the Superior Courts, today 15th February, 2024

ALEXANDRA DEBATTISTA
Għar-Registratur, Qrati Ċibili u Tribunali

ALEXANDRA DEBATTISTA
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti fit-13 ta' Frar, 2024, mill-Qorti Ċibili (Sezzjoni ta' Ĝuriżdizzjoni Volontarja) fuq Rikors numru 146/2024 ippreżzentat minn Carmen Muscat et fejn fih ġie ordnat il-ftuħ u l-publikazzjoni tat-testment sigriet ta' Paul sive Paul George Muscat (KI 0330641M), bin il-mejjtin Francesco Muscat u Giovanna Muscat née Sapiano, imwiedla Malta u miet Smithfield, Londra, fl-10 ta' Ottubru, 2023, ta' 82 sena.

Il-ftuħ u l-publikazzjoni ta' dan it-testment se jsir nhar it-Tlieta 5 ta' Marzu, 2024, fit-tmienja u nofs ta' filgħodu (8.30 a.m.) fil-binja tal-Qorti, Il-Belt Valletta, taħt il-Ministeru tan-Nutar Victor John Bisazza.

Reġistru tal-Qorti Ċibili (Sezzjoni ta' Ĝuriżidizzjoni Volontarja)

Illum 15 ta' Frar, 2024

BRITTANY-ANN VELLA
Għar-Registratur, Qrati Ċibili u Tribunali

By means of a decree given on the 13th of February, 2024, by The Civil Court (Voluntary Jurisdiction Section) on an Application number 146/2024 filed by Carmen Muscat et, wherein it has been ordered the opening and publication of the secret will of Paul sive Paul George Muscat (KI 0330641M), son of the late Francesco Muscat and Giovanna Muscat née Sapiano, born in Malta and died in Smithfield, London, on the 10th of October, 2023, aged 82 years.

The opening and publication are going to be held on Tuesday, 5th of March, 2024, at half past eight in the morning (8.30 a.m.) in the building of the Law Courts, Valletta, under the ministry of Notary Victor John Bisazza.

Registry of the Civil Court (Voluntary Jurisdiction Section)

Today the 15th of February, 2024

BRITTANY-ANN VELLA
For The Registrar Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċibili, Prim'Awla, fl-20 ta' Novembru, 2023, fuq rikors ta' Bank of Valletta plc (C2833) gie ffissat il-jum tat-Tlieta, 5 ta' Marzu, 2024, fil-ħdax u nofs ta' filgħodu (11.30 a.m.) għall-bejgħ bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ğustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskrirt:

Il-garaxx mingħajr l-isem u mingħajr numru uffiċjali, internament immarkat numru erbatax (14), aċċessibbli minn rampa komuni li sservi bhala daħla għal diversi garaxxijiet simili għal xulxin illi huma sottostpi għal blokk residenzjali, mingħajr isem u mingħajr numru li tagħti għal Triq Clare E. Engel, f'Ta' Giorni, limiti ta' San Giljan, liema garaxx jifforma parti minn kumpless ta' garaxxijiet mingħajr l-arja tiegħu, kif suġġett għar-rata tiegħu taċ-ċens originali annwu u perpetwu ta' hames ewro u tlieta u tmenin čenteżmu (€5.83), bid-drittijiet u pertinenzi kollha tiegħu, konfinanti mit-Tramuntana ma' passaġġ privat, mill-Punent ma' proprjetà ta' Philip Micallef u mill-Lvant ma'

By decree given by the Civil Court, First Hall, on the 20th November, 2023, on the application of Bank of Valletta plc (C2833), Tuesday, 5th March, 2024, at half past eleven in the morning (11.30 a.m.), has been fixed for the sale by auction, to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta. of the following property:

The garage without name and without official number, internally marked number fourteen (14), accessible from a common ramp that serves as an entrance to several garages similar to each other, underlying a residential block, without name and without number that abuts onto Triq Clare E. Engel in Ta' Giorni, limits of St Julian's, which garage forms part of a complex of garages, without its airspace, as subject to its rate of the original annual and perpetual groundrent of five euro and eighty three cent (€5.83), with all its rights and appurtenances, bounded north with a private passage, west with property of Philip Micallef and east with property of Frank Fenech and others while the whole complex is

proprietà ta' Frank Fenech u oħrajn, waqt li l-kumpless kollu jikkonfina min-Nofsinhar mat-triq, mil-Lvant ma' proprietà ta' certu Coppini u mil-Punent ma' proprietà ta' Rite Mix (Gatt Bros.) Limited.

Dan il-garaxx għandu d-dritt ta' aċċess bħala servitù attiv favur tiegħi tar-rampa u passaġġ privat li jipprovd u aċċess għall-istess garaxx, liema rampa u passaġġ ma għandhom jiġu qatt ingombrati bil-parkeġġ ta' karozzi u/jew ogġetti oħra, bi kwalsiasi mod u fi kwalsiasi ħin. Il-garaxx jista' jiġi użat esklusivament bħala garaxx privat għall-karozza u ma jista' jiġi qatt użat għal skopijiet kummerċjali u l-kompratur huwa obbligat li jikkontribwixxi s-sehem proporzjonali tiegħi għal manutenzjoni u riparazzjoni ta' tali rampa u passaġġ privat, kif ukoll għal konsum tal-elettriku li hemm installat fihom u l-ħlas tal-kera tal-meters relattivi, u dan flimkien mal-garaxx jiet l-ohra f'dan il-korp, mill-bqija liberu frank, skont kif deskrirt fl-att tan-Nutar John Gambin datat id-disgħha ta' Marzu, tas-sena elf, disa' mijja, u tnejn u disgħin (9.3.1992) u stmat li jiswa ġamsin elf ewro (€50,000).

L-imsemmi fond huwa proprietà ta' Mifsud David (KI 170869M) u Hurst għja Mifsud Josephine (KI 166370M) għja (KI 8223A).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskrirt fl-att tas-subbasta 5/2020.

Registru tal-Qrati Superjuri, illum il-ħamis, 15 ta' Frar, 2024

GAETANA AQUILINA
Għar-Registratur, Qrati Ċivili u Tribunali

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B'digriet tat-2 ta' Frar, 2024 mogħti mill-Qorti Ċivili Prim'Awla, din il-Qorti ordnat il-publikazzjoni tal-estratt li jidher hawn taht biex iservi ta' notifikasi skont l-Artikolu 187(3) tal-Kodici tal-Procedura u Organizzazjoni (Kap. 12)

B'rrikors prezentat fil-Qorti Ċivili, Prim'Awla fit-22 ta' Jannar 2021 minn Bank Malta of Valletta plc bin-numru tar-registrazzjoni C2833 Subbasta bin-numru 2/21 fl-ismijiet Bank Malta of Valletta plc vs Joshua Cachia (KI 519880M) qed jintalab il-bejgħ bl-irkant ta':

Id-dar bin-numru mia u tnejn u ġamsin (152) u l-garaxx formanti parti mill-istess dar li għandu n-numru mijja u erbgħa u ġamsin (154) fi Triq San Martin, Iż-Żurrieq, libera

bounded south with the street, east with property of Coppini, and west with property of Rite Mix (Gatt Bros.) Limited.

This garage has an active servitude in its favour of access right consisting from a ramp and a private passage which provides access to the same garage, which ramp and passage shall never be encumbered by car parking and/or other objects, in any way or at any time. The garage may be used exclusively as a private car garage and shall never be used for commercial purposes and the buyer is obliged to contribute his proportionate share for maintenance and repairs of said ramp and private passage, as well as to the consumption of electricity installed in them and payments of relative meters rent, and this together with the other garages in this complex, otherwise free and unencumbered, as described in the acts of Notary John Gambin dated ninth of March, of the year nineteen hundred and ninety two (9.3.1992), and is valued at fifty thousand euro (€50,000).

The said tenement is the property of Mifsud David (ID 170869M) and Hurst previously Mifsud Josephine (ID 166370M) previously (ID 8223A).

N.B. The said tenement will be sold as described in the acts of judicial sales number 5/2020.

Registry of the Superior Courts, this Thursday, 15th February, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

By a decree given on the 2nd February, 2024, by the Civil Court, First Hall, the Court ordered that the extract hereunder mentioned be published for the purpose of service according to Article 187(3) of the Code of Organisation and Civil Procedure (Cap. 12).

By the application filed in the Civil Court First Hall on the 22nd January 2021 by Bank of Valletta plc with the registration number C2833, Judicial Sale file numbered 2/21 in the names Bank Malta plc vs Joshua Cachia (ID 519880M) is being asked that the Court orders the sale by auction of the:

The house numbered one hundred and fifty two (152) and the garage forming part of the said house numbered one hundred and fifty four (154) in Triq San Martin, Żurrieq,

u battala, mibnija fuq porzjoni ta' art ta' cirkva mitejn metru kwadru (200mk2), bid-drittijiet u l-pertinenzi kollha tagħha, konfinanti mit-Tramuntana mal-imsemmija triq, mil-Lvant ma' proprjetà ta' Joseph Cachia jew is-suċċessuri tiegħu fit-titolu u mill-Punent ma' propjeta' tal-konjuġi Cachia jew is-suċċessuri tagħhom fit-titolu.

L-imsemmija proprjetà tappartjeni lil Joshua Cachia (KI 519880M).

Registru tal-Qrati Superjuri, illum il-Ħamis, 15 ta' Frar, 2024

MARVIC FARRUGIA
Għar-Registratur, Qrati Ċivili u Tribunali

free and vacant, built on a portion of land approximately measures two hundred square meters (200mk2), with all its rights and appurtenances, bounded on the north by the said street, east by property of Joseph Cachia or his successors in title and west by property of spouses Cachia or their successors in title.

The said property belongs to Joshua Cachia (ID 519880M).

Registry of the Superior Courts, this Thursday, 15th February, 2024

MARVIC FARRUGIA
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fit-12 ta' Jannar, 2024, fl-atti tar-Rikors Ĝuramentat numru 727/2023HM, li gie ppreżentat fl-10 ta' Lulju, 2023, fl-ismijiet: Nobel Panther Hotel Limited vs Recube Mt Limited, għiet ordnata s-segwenti pubblikazzjoni a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifikasi fil-konfront tal-intimat. Ir-rikorrent talab lil din l-Onorabbli Qorti sabiex fost oħrajin: Tikkundanna lis-soċjetà intimata thallas lura lis-soċjetà rikorrenti s-somma komplessiva ta' mitejn u wieħed u tletin elf ewro (€231,000). Bl-ispejjež u bl-imghaxijiet kontra s-soċjetà intimata li hija inguġta għas-subizzjoni.

Ir-Rikors Ĝuramentat fl-ismijiet imsemmija hawn fuu huwa differit għas-27 ta' Frar, 2024, fid-9.20 a.m.

Notifika Intimat: Recube MT Limited, 6, Villa Gauci, Triq l-Imdina, Hal Balzan

Registru tal-Qrati Superjuri, illum 14 ta' Frar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registratur, Qrati Ċivili u Tribunali

By means of a decree given by the Civil Court, First Hall, on the 12th January, 2024, in the records of Sworn Application number 727/2023HM, which was filed on the 10th July, 2023, in the names: Nobel Panther Hotel Limited vs Recube Mt Limited, the following publication was ordered in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondent. The applicant asked this Honourable Court to, among others: Condemn the respondent company to refund the applicant company the global sum of two hundred and thirty one thousand euros (€231,000). With costs and interests against the respondent company who is summoned so that a reference to its evidence be made.

The Sworn Application in the names mentioned above is postponed to 27th February, 2024, at 9.20 a.m.

Notify respondent: Recube MT Limited. 6, Villa Gauci, Triq l-Imdina, Hal Balzan

Registry of the Superior Courts, today 14th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

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B'digriet mogħti mill-Qorti Ċivili, Prim'Awla, fil-31 ta' Jannar, 2024, fl-atti tar-Rikors Ĝuramentat numru 800/2023GMG, li gie ppreżentat fl-24 ta' Lulju, 2023, fl-ismijiet: Cassar Delia Joseph Tabib et vs Mifsud Farrugia Geoffrey Paul Dott. et, għiet ordnata s-segwenti pubblikazzjoni

By means of a decree given by the Civil Court, First Hall, on the 31st January, 2024, in the records of Sworn Application number 800/2023GMG, which was filed on the 24th July, 2023, in the names: Cassar Delia Joseph Physician et vs Mifsud Farrugia Geoffrey Paul Dr et, the

a tenur tal-Artikolu 187(3) et sequitur tal-Kap.12, biex isservi ta' notifika fil-konfront tal-intimat. Ir-rikorrenti talbu lil din l-Onorabbi Qorti sabiex fost oħrajn: Tiddikjara bħala null, ai termini tal-Art. 1144 tal-Kodiċi Ċivili, l-imsemmi att notarili b'mod li kollox imur għall-istat quo ante għall-istess att notarili. Bl-ispejjeż kontra l-konvenuti huma inguanti għas-subizzjoni.

Ir-Rikors Ġuramentat fl-ismijiet imsemmija hawn fuq huwa differit għas-17 ta' April, 2024, fil-11.00 a.m.

Notifika Intimati: Mifsud Farrugia Geoffrey Paul Dott. et,
Oasis Apartments, Flat 5, Triq Salvu Buhagiar, Marsaskala

Registru tal-Qrati Superjuri, illum 8 ta' Frar, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
Għar-Registratur, Qrati Ċivili u Tribunali

following publication was ordered, in terms of Article 187 (3) et sequitur of Cap. 12, for the purpose of service of the respondents. The applicants asked this Honourable Court to, among others: Declare null, in terms of Art. 1144 of the Civil Code, the said notarial act in such a manner that it is declared quo ante for the same notarial act. With costs against the defendants who are summoned so that a reference to their evidence be made.

The Sworn Application in the names mentioned above is postponed to 17th April, 2024, at 11.00 a.m.

Notify respondents: Mifsud Farrugia Geoffrey Paul Dr et,
Oasis Apartments, Flat 5, Triq Salvu Buhagiar, Marsaskala

Registry of the Superior Courts, today 8th February, 2024

CARMEL ABELA, M.SC. IN MANAGEMENT, DPA,
DIP. LAWS OF PROCED. (MELIT.)
For the Registrar, Civil Courts and Tribunals

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B'digriet moghti mill-Qorti Ċivili, Prim'Awla, fit-8 ta' Frar, 2024, fuq rikors ta' Bank of Valletta plc (C2833) gie ffissat il-jum tat-Tlieta, 25 ta' Ĝunju, 2024, fil-ħdax ta' filghodu (11.00 a.m.) għall-bejgh bl-irkant, li għandu jsir f'Kamra Numru 78, Biswit l-Arkivju, Livell -1, Qrati tal-Ğustizzja, Triq ir-Repubblika, Il-Belt Valletta, tal-fond hawn taħt deskrirt:

Dar bin-numru erbgħa u ħamsin (54) qabel numerata bin-numru tnejn u sebġħin (72) ġewwa Triq Santa Marija, Haż-Żebbuġ, Malta, inkluż l-arja u s-sottoswol u kif ukoll b'bix komuni mal-propjetajiet adjaċenti qabel numerati wieħed u sebġħin (71) u tlieta u sebġħin (73) rispettivament, bil-bokka fl-alkova fl-entrata, kif deskrirt fl-atti tan-Nutar Dott. John Spiteri datat tletin (30) ta' Lulju, tas-sena elf disa' mijha u sebġħa u disgħin (1997), libera u franka u stmatu tmien mijha u ħamsin elf ewro (€850,000)

L-imsemmi fond huwa proprjetà ta' Gouder Maria Gloria (KI 499159M).

N.B. L-imsemmi fond jinbiegħ bħalma ġie deskrirt fl-atti tas-subbasta 52/2019.

Registru tal-Qrati Superjuri, illum il-Ħamis, 15 ta' Frar, 2024

GAETANA AQUILINA
Għar-Registratur, Qrati Ċivili u Tribunali

By decree given by the Civil Court, First Hall on the 8th February, 2024, on the application of Bank of Valletta plc (C2833), Tuesday, 25th June, 2024, at eleven in the morning (11:00 a.m.), has been fixed for the sale by auction, to be held in Room Number 78, Nearby the Courts Archives, Level -1, Courts of Justice, Triq ir-Repubblika, Valletta, of the following property:

Tenement numbered fifty four (54) previously numbered seventy two (72) in Triq Santa Marija, Haż-Żebbuġ, Malta, including its airspace and the underlying basement, with a well in common with the adjacent properties previously numbered seventy one (71) and seventy three (73) respectively, with the wellhead in the entrance as described in the acts of Notary Doctor John Spiteri dated thirtieth (30) July of the year nineteen hundred and ninety seven (1997), free and unencumbered and valued at eight hundred and fifty thousand euro (€850,000).

The said tenement is the property of Gouder Maria Gloria (ID 499159M).

N.B. The said tenement will be sold as described in the acts of judicial sales number 52/2019.

Registry of the Superior Courts, this Thursday, 15th February, 2024

GAETANA AQUILINA
For the Registrar, Civil Courts and Tribunals

