

30/06/2017

EXAMINATIONS DEPARTMENT

POST OF EXECUTIVE OFFICER IN THE MALTA PUBLIC SERVICE - 2017

Nomenclatures denoting the male gender include also the female gender.

1. The Director of Examinations and the Board of Local Public Examinations notify that a competitive selection process will be held to fill vacancies in the grade of Executive Officer in the Malta Public Service.

Internal and external candidates will undertake the same selection process.

Duties

2. The duties of an Executive Officer include:
 - i. dealing with correspondence, cases and enquiries relating to the function of the unit under the direction of management;
 - ii. dealing with members of the public, answering queries, addressing complaints and communicating decisions/policies adopted by department;
 - iii. offering administrative support to management;
 - iv. implementing departmental policy over a wide range of activities/services rendered by the department under the direction of management;
 - v. performing accounting and procurement work and dealing with salary computations and adjustments;
 - vi. acting as a coordinator of the junior clerical staff as well as all clerical services;
 - vii. inputting and cross-checking of work performed by junior staff;
 - viii. supervising the updating of databases (at ECDL ordinary level), websites and other IT Systems;
 - ix. gathering information, drawing up related reports and disseminating documentation to the appropriate channels;
 - x. being able to work with minimal supervision;
 - xi. being familiar with pertinent legislation, such as, the Public Administration Act (PAA) and the Public Service Management Code (PSMC); and
 - xii. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Terms and Conditions

- 3.1 The salary for the post of Executive Officer is Salary Scale 14 which, in 2017, amounts to €14,476 per annum, rising by annual increments of €440 up to a maximum of €16,377.

- 3.2 An Executive Officer will progress to Salary Scale 13 (which in 2017 is €15,461 x €480 - €17,474) on completion of two (2) years' service in the grade, subject to satisfactory performance.
- 3.3 The appointment, which is subject to a probationary (trial) period of six (6) months, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and involves liability to transfer according to the exigencies of the service.

Appointees must prove to have successfully completed a course in IT Office Application Skills organised by the Institute for the Public Services (IPS) or at MQF level 3 accredited by ECDL Malta, or the National Commission for Further and Higher Education (NCFHE) in order for the appointment to be confirmed.

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 above-mentioned 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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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 adequately proficient, both verbally and written in the Maltese and English languages (Level C1/C2 of the Common European Framework of Reference for Languages);
- (iii) eligible in terms of **one** of the following categories (a, b, or c):
 - a. in possession of a recognised (two year full-time or equivalent) qualification (with a minimum of 120 ECTS/ECVTS) or equivalent at MQF Level 4, in subjects where the main or secondary study area is in any of the following: Public Policy, Management, Human Resources, Training & Development, Finance, Accounts, Economics, Public Administration, Business Studies, Social Policy, EU and International Relations, Information Technology and ICT, Environmental Studies and studies related to Agriculture/Energy Management, Statistics, Built Environment, Project Management Quality Management, Communications, Sociology, Procurement, Secretarial Studies, or any other related areas.

Candidates holding other qualifications than the above, but who prove that 1/6 of the ECTS/ECVET of their qualification are in any one of the above areas, will also be eligible.

Responsibility to prove relatedness of qualifications held will rest on candidates; however the final decision will be the prerogative of the People & Standards Division (P&SD), subject to any contestation which may be made with the Public Service Commission;

- b. in possession of two (2) 'A' Level passes at MQF Level 4 in related areas;

In both the above cases (a) and (b), applicants must also be in possession of:

- (i) a pass (at least at Grade 1-5, Grade C or a comparable level) at MQF Level 3 in Maltese, English, Mathematics and IT Application Skills; unless any of these subjects already feature as separate study units within the course/A level subjects pursued at MQF Level 4;

OR

- (ii) a level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in Maltese, English, Mathematics and IT Office Application Skills as separate study units within the course pursued; unless any of these subjects already feature as separate study units within the course/A level subjects pursued at MQF Level 4

Candidates who, by the closing date, have not yet obtained the qualifications as per 4.1(iii) a and b, (i) and (ii) above, will still be considered provided that they submit evidence of the award of the required qualifications by the end of September 2017.

c. Public Officers in the Malta Public Service in the grade of:

(i) Senior Clerk, upon confirmation of appointment;

OR

(ii) Clerk, whose appointment has been confirmed and having a minimum of three (3) years satisfactory service in the grade.

Such officers who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

4.2 Public Officers holding a General Service grade and who were appointed as Officer in Scale by virtue of a Grievances Unit decision in the same scale, or higher, as that of the required higher General Service grade as per 4.1(iii)(c) above are eligible to apply.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying the requisite years of service.

4.3 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized MQF level programme of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

4.4 Applicants must be of conduct which is appropriate for the post applied for. Applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a recent Certificate of Conduct issued by the Police 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 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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 in paragraph 8 below).

Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.

- 5.2 Original certificates and/or testimonials together with copies of the Performance Appraisals of the last three (3) years are to be invariably produced for verification at the interview.

Selection procedure

- 6.1 The selection of candidates will be in two stages:

- (i) Part 1 will consist of a fully automated computer-based general ability test, whereby applicants will be tested in verbal, numerical and abstract ability on the basis of their response to an established set of questions. Candidates must obtain a 45% rating to pass the test. Part 1 will be conducted by the Director of Examinations and the Board of Local Examinations.

It is to be noted that applicants who have already performed the computer-based general ability test in the call for applications for the post of Clerk/Assistant Principal/Principal, formerly issued, may opt:

not to sit for the said test and therefore to retain the mark obtained at the time, subject to the minimum passmark at 6.1 (i)

or

sit for the test again, in which case the best mark out of the two should be taken into consideration.

- (ii) In Part 2, candidates who are successful in Part 1 and who are shortlisted as per the provisions of para 6.2 below, will be asked to sit for a structured interview, with work values and personality included as criteria of assessment. The interview will be conducted by a Selection Board established by the People & Standards Division (PSD).
- 6.2 Eligible candidates will be shortlisted for the interviewing sessions on the basis of merit achieved in the general ability test undertaken to assess verbal, abstract and numerical reasoning ability on a 1:1.5 to 1:2 ratio of available vacancies.
- 6.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.
- 6.4 The final order of merit of successful candidates will be determined by the total marks gained in the general ability test and in the interview. Candidates who prove satisfactory service in the General Service Class will be awarded up to a maximum of fifteen (15) marks as part of the total final mark.
- 6.5 The level of performance in the general ability test will be proportionately reflected in the marks assigned for the interview, with a specific criterion established for such purpose.
- 6.6 Without prejudice to the right of management to deploy employees according to the exigencies of the Service, when requested to sit for the interview, eligible candidates will be sent a form to indicate four areas of administration, in order of preference, in which they wish to work. The completed form must be presented on the date of the interview.

- 6.7 Candidates who fail to attend the interview without an exceptional reason on the date/s determined shall be deemed to have abandoned the selection process.
- 6.8 The result of the general ability test will remain valid for three (3) years. The final result will remain valid for two (2) years from the date of publication.
- 6.9 The Board of Local Public Examinations will have the power to deal summarily with any candidate who, while the examination is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.
- 6.10 The Board of Local Public Examinations reserves the right to annul the general ability test if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole test even if the detected irregularity is in respect of a particular stage of the test. Action in respect of irregularity/misconduct during the interview will be taken by the Public Service Commission, upon a recommendation by the Selection Board carrying out the interviews.
- 6.11 The Director (Examinations) will publish the result of the general ability test which will be exhibited on the notice-board of the Department of Examinations, Floriana, and the Examinations Centre, Victoria, Gozo.
- 6.12 The final result of the selection process will be published by, and exhibited on the notice board of the People & Standards Division.
- 6.13 Notification of the issue of the result for the general ability test will be issued: (i) on the website of the Department of Examinations, which may be accessed on (exams.gov.mt/articles/mpsexam.aspx); and (ii) via e-mail and SMS alert to candidates who submit a valid mobile phone number and an email address with their application. Notification of the issue of the final result will be issued on the website of the People & Standards Division and via SMS alert.
- 6.14 Since the general ability test is fully automated, petitions to the Public Service Commission may be made only with regard to the interview. The Public Service Commission will not enter into the merits of the marks achieved in the general ability test. Petitions have to reach the Commission within ten (10) working days from the date on which a notification appears on the website of the People & Standards Division.

Submission of applications

- 7.1 Candidates are to apply through the Recruitment Portal of the Ministry for Education and Employment: <https://edurecruitment.gov.mt/> . Applications, together with (i) a detailed *curriculum vitae* (Europass format) showing qualifications and experience; (ii) an up-to-date Service and Leave Record Form (GP 47) in case of Public Officers; (iii) a Certificate of Conduct in case of non-Public Officers (iv) scanned copies of qualifications including transcripts where applicable and (v) an examination fee of €9.30 (non-refundable) are to be submitted online on (<https://edurecruitment.gov.mt/>) from **30th June 2017 till noon (Central European Time) of 21st July 2017.**

Prospective applicants are strongly advised not to wait until the last day to submit their application since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission.

Applicants are to ensure that after the submission of their application, a copy of the receipt of payment received through an email, is to be kept for future reference. Applicants are deemed to have applied by the closing date and time, **only** if they are in possession of this receipt.

7.2 Applications received after the specified closing date and time will not be considered.

Other general provisions

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

- the applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- petitions on the final result;
- medical examination; and
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>

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