

# POST OF SECOND SECRETARY WITHIN THE MINISTRY FOR FOREIGN AFFAIRS AND TRADE PROMOTION - 2019

Notice published in Government Gazette No. 20,105 dated 14<sup>th</sup> December 2018

## REGISTRATION DATES:

**FROM:** Wednesday 2<sup>nd</sup> January 2019  
**TO:** Tuesday 15<sup>th</sup> January 2019 (till noon)

**OPENING HOURS:** 8.00 AM TO 12.00 PM  
1.30 PM TO 4.00 PM

## ELIGIBILITY:

- (i) Be citizens of Malta,
- (ii) Be proficient in two foreign languages, besides Maltese and English. (Applicants are to specify these two other languages);
- (iii) Be in possession of a recognized qualification at MQF Level 6 with a minimum of 180 ECTS/ECVETS or equivalent (programmes commencing October 2003) or comparable professional qualification;
- (iv) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements and
- (v) Be of good moral character

## DOCUMENTS REQUIRED:

- (i) Certificates and/or testimonials showing that the applicant in possession of a recognized qualification at MQF Level 6 with a minimum of 180 ECTS/ECVETS or equivalent; qualifications at a level higher than that specified above will be accepted for eligibility purposes.
- (ii) \* Certificates showing that the applicant has knowledge of two foreign languages, besides Maltese and English. Applicants are to specify these two other languages.
- (iii) A detailed Curriculum Vitae indicating qualifications and experience
- (iv) An up-to-date Service and Leave Record Form (GP 47) for applicants who are already in the Malta Public Service and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application for those applicants applying from outside the Service;
- (v) Examination fee of €9.30 which will not be refundable after the closing date.

*\* Original documents, certificates and/or testimonials are to be presented during the interview. 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 by the closing time and date of the call for applications*

**APPLICATIONS ARE TO BE SUBMITTED ONLINE ON**  
**<https://edurecrutiment.gov.mt/>**