

MINISTRY FOR FOREIGN AFFAIRS AND TRADE PROMOTION
POST OF SECOND SECRETARY IN THE MINISTRY FOR FOREIGN AFFAIRS AND
TRADE PROMOTION

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Foreign Affairs and Trade Promotion invites applications for the post of Second Secretary in the Ministry for Foreign Affairs and Trade Promotion.

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 Second Secretary is Salary Scale 10, that is, €19,330.98 per annum, rising by annual increments of €407.67 up to a maximum of €21,777.

2.3 A Second Secretary will be promoted to the grade of First Secretary in Scale 9 (€20,590.02 x €447.33 - €23,274) on completion of four (4) years' service in the grade of Second Secretary, or minimum of two (2) years if in possession of a recognised and appropriate post-graduate qualification (at MQF Level 7 or above), subject to satisfactory performance.

2.4 The Diplomatic Service offers an interesting and varied career, requiring specific aptitudes. It provides opportunities for meeting people from other countries, both in Malta and abroad, and learning and sharing unique experiences, not otherwise associated with other openings in the Malta Public Service. Appointees will be representing the interests of Malta in its relations with other countries.

2.5 The Diplomatic Service constitutes a separate and distinct career structure within the Malta Public Service. A primary condition for joining the Diplomatic Service is a binding commitment by the applicant to serve overseas as, where and when considered necessary by the Ministry for Foreign Affairs and Trade Promotion, and in accordance with its relevant rules and regulations.

2.6 During their probationary period, selected candidates, if so required by the Ministry for Foreign Affairs and Trade Promotion, must attend courses in Malta or abroad, and undertake any training in institutes of learning and in the Maltese Missions abroad. When proceeding to follow courses abroad, the selected applicants will be bound by the relevant conditions laid down in the Manual on Staff Development in the Public Administration.

Duties

3. The duties of Second Secretary include:

- (a) preparing briefs, reports, analytical and background papers, and undertaking research in support of the activities of the Ministry for Foreign Affairs and Trade Promotion;
- (b) carrying out representational duties, in Malta and overseas, in the pursuit of Malta's foreign policy objectives, including participation in conferences and meetings demonstrating flexibility and availability in this respect;
- (c) undertaking activities for the promotion of Malta's commercial and economic relationships with other countries;
- (d) performing consular duties to assist and protect the interests of Maltese citizens abroad;

- (e) carrying out administrative and coordinative duties including financial and Human Resources work, at Head Office or in the Missions overseas;
- (f) would need to commit himself/herself to serve on the periodical Duty Officer Roster On-call Service in the course of year whilst serving at the Ministry or overseas as required;
- (g) performing other duties as may be deemed appropriate by the Permanent Secretary and/or his/her representative;
- (h) any other duties according to the exigencies of the Public Service 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) proficient in two foreign languages, besides Maltese and English (applicants are to specify these two other languages). Language proficiency will be tested by the selection board in the course of the interview;
- (iii) in possession of a recognized Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) or comparable professional qualification.
- (iv) With regards to the requirement of para 4.1(iii) above, applicants are informed that the list of areas considered relevant to the post may be viewed by accessing the website of the Ministry for Foreign Affairs and Trade Promotion, at the following address (www.foreignaffairs.gov.mt).

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from other 2008.

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 program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to 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 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 below).

Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <https://edurecruitment.gov.mt>. Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

5.2 Original certificates and/or testimonials 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 I consists of two written papers and Part II consists of an extended interview;

(ii) The maximum mark obtainable in each of the written papers and in the interview is 200 marks.

6.2 The Written Examination shall consist of two parts, with each paper carrying a maximum of 200 marks.

(a) Paper 1 English (3 hours) – A set of multiple choice questions on international relations and current affairs; a written speech for the Minister on a topic chosen by the examiners of 500-550 words; and an argumentative essay of 600-650 words. (Maximum 200 marks).

(b) Paper 2 Maltese (3 hours) – Translation from English to Maltese; Précis – summary of an article/text in 150-180 words; and drafting of a press release of 300 words. (Maximum 200 marks).

6.3 The pass mark in each of the written papers is 50% but to be eligible for the extended interview a candidate must obtain an aggregate total of 60% of the marks in part 1.

6.4 Only candidates who satisfy paragraph 6.3 will be summoned for the extended interview. This part carries a total weight of 200 marks and shall consist of:

(a) A group discussion. Candidates will be called up in small groups to participate in a group discussion on a particular topic selected at random in the presence of the group from a number of subjects prepared beforehand but sealed under confidential cover in separate envelopes. (Maximum 100 marks – Minimum 50 marks).

(b) Personal Interview. Candidates will be assessed on their aptitude towards a career in the diplomatic service. (Maximum 100 marks – Minimum 50 marks)

For the guidance of candidates a copy of the syllabus is attached to this Circular.

6.5 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

6.6 The overall pass mark of the whole selection process has been established at 60% of the total marks, that is 360 marks out of a total of 600. The final order of merit of successful candidates will be established by the total of the marks gained in Part I and Part II. In the case of candidates who obtained the same number of marks, precedence will be determined in accordance with the established procedures.

6.7 The result will remain valid for one year from the date of publication.

6.8 The written examination will be conducted by the Director, Examinations, and the Board of Local Public Examinations. 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.

6.9 The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one subject or a particular stage of the examination.

6.10 The Director (Examinations) will publish the result of the written examination which will be exhibited on the notice-board of the Department of Examinations, Floriana, and the Examinations Centre, Victoria, Gozo.

6.11 A notification of the publication of the result of the examination will appear on the website of the Examinations Department where it may be accessed on www.exams.gov.mt and will also be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

6.12 Requests for revision of papers are to be submitted to the Director (Examination) within ten (10) working days from the date of the notification mentioned in paragraph 6.8 above.

6.13 After the publication of the result of the written examination, the successful candidates will be asked to attend for an interview which will be conducted by a Selection Board.

6.14 The final order of merit will be published by, and exhibited on the notice board of, the Ministry which is issuing the call for applications.

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

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) a copy of their identity card; (iii) an up-to-date Service and Leave Record Form (GP 47) in case of Public Officers; (iv) a Certificate of Conduct in case of non-Public Officers; (v) scanned copies of qualifications including transcripts where applicable and (vi) an examination fee of €9.30 (non-refundable) are to be submitted online on (<https://edurecruitment.gov.mt/>) from Wednesday, 2 January 2019, till noon (Central European Time) of Tuesday, 15 January 2019.

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 time limit 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;
- 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>

or may be obtained from Corporate Services Directorate, Ministry for Foreign Affairs and Trade Promotion, Human Resources Section, 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, fax number and e-mail address of the Directorate where the vacancy/ies lie/s are (www.foreignaffairs.gov.mt), +0356 2204 2332 and (recruitment.mftp@gov.mt).

Syllabus
Part I
Written Examination

Paper 1 English (3 hours)

- (a) Multiple choice: Candidates will be set a number of questions to test their competence in international relations and current affairs (40 marks);
- (b) Speech: Candidates are to write a speech for the Minister on a topic chosen by the examiners (500 – 550 words) (80 marks);
- (c) Argumentative Essay (600 – 650 words) (80 marks).

Total marks: 200 marks

Paper 2 Maltese (3 hours)

- (a) Translation from English to Maltese (70 marks);
- (b) Précis: Candidates will be expected to summarise an article/text in 150 - 180 words (70 marks);
- (c) Drafting of a press release on a text submitted by examiners (300 words) (60 marks).

Total marks: 200 marks

The pass mark in each of the written papers is 50% but to be eligible for the extended interview a candidate must obtain in Part I an aggregate total of 60% of the marks.

Part II
Extended Interview

Extended Interview (only candidates who have obtained an aggregate 60% of the marks in Part I, and obtained 50% of the marks in each of the papers, will be eligible to proceed with the second part of the selection exercise).

A. Group Discussion

Candidates will be tested on fluency and clarity of expression and delivery, as well as on the knowledge of the subject chosen.

The marks will be allocated as follows:

- (a) Clarity of expression (35 marks)
- (b) Fluency and delivery (35 marks)
- (c) Knowledge of subject chosen (30 marks)

Maximum 100 marks – Minimum 50 marks

B. Personal Interview

Candidates will be assessed on aptitude towards a career in the diplomatic service (100 marks).

The marks will be allocated as follows:

- (a) Related Knowledge (25 marks)
- (b) Relevant Experience (20 marks)
- (c) Skills and abilities required for the post (25 marks)
- (d) Qualifications (20 marks)
- (e) Knowledge of Spoken Languages (see paragraph 4.1 (ii)) (10 marks)

Maximum 100 marks – Minimum 50 marks

