

MESDC/284/2019

MESDC/HR Circular No. 10/2019

**Ministry for the Environment,
Sustainable Development
and Climate Change**

6, Qormi Road,
St. Venera. SVR 1301

14 June 2019

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

**POST OF SECURITY GUARD
IN THE MINISTRY FOR THE ENVIRONMENT,
SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Ministry for the Environment, Sustainable Development and Climate Change invites applications for the post of Security Guard in the Ministry for the Environment, Sustainable Development and Climate Change.

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 Security Guard is Salary Scale 16, which in the year 2019, is €13,530 per annum, rising by annual increments of €263.00 up to a maximum of €15,108.

2.3 Subject to satisfactory performance, a Security Guard will proceed to Scale 15 (equivalent to €14,390 per annum, rising by annual increments of €298.00 up to a maximum of €16,178) on completion of five (5) years service in the grade, and to Scale 14 (equivalent to €15,393 per annum, rising by annual increments of €316.83 up to a maximum of €17,294) after a further five (5) years service in Scale 15.

Duties

3. The duties of Security Guard include:

- i) safeguarding against entry of unauthorized personnel;
- ii) checking and inspecting of employees and visitors as well as any bags, cases, etc., they may be carrying;
- iii) inspecting vehicles entering or leaving the premises, when required;
- iv) operating security equipment and ensuring their proper functioning;
- v) conducting vigilant patrols to help avoid theft, pilfering, vandalism at public places, etc and reporting, when they arise, irregularities concerning security;
- vi) the responsibility for the safe-keeping of store-rooms, keys and key registers;
- vii) keeping of necessary records in connection with the entry and exit of vehicles, general public, government employees and material;
- viii) supervising parking within the grounds of the Departments/Directorates;
- ix) carrying out emergency procedures in case of fire;
- x) carrying out inspections on employees at site of work;

- x i) assisting in the maintenance of order and discipline in general;
- x ii) assisting the Security Officers in the execution of his/her duties whenever the occasion so demands;
- x iii) 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 Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organisations whose salary is not above that of Scale 15 and have been confirmed in such scale.

4.2 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.

4.3 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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. Scanned copies sent electronically are acceptable. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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:

- two written examinations each of a duration of one and a half hours (1½) aimed at assessing the candidates' ability in comprehension and expression in Maltese and English (maximum 100 marks for each test with a global pass mark of 100 marks).

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

- an interview (maximum 70 marks with a pass mark of 35).

Only candidates who obtain the global pass mark in the written examinations will be allowed to attend for the interview.

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.

6.3 The final order of merit of successful candidates will be determined by the total marks gained in the written examination and in the interview. In the case of candidates who obtain the same number of marks, precedence will be determined in accordance with the established procedures.

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

6.5 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.

6.6 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.

6.7 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.

6.8 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.

6.9 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.

6.10 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.

6.11 The final order of merit will be published by, and exhibited on the notice board of, the Department/Division/Directorate which is issuing the call for applications.

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

Submission of applications

7.1 Application forms may be obtained from:

Edu Servizz.gov, Great Siege Road, Floriana,
Department of Examinations, The Mall, Sarria Street, Floriana
Gozo Examinations Centre, Fortunato Mizzi Street, Victoria, Gozo

As from Friday 14th June 2019, or may be downloaded from the following website:
www.exams.gov.mt.

7.2 The completed applications accompanied by a detailed curriculum vitae and an up-to-date Service and Leave Record Form (GP47) will be received between Monday 17th June 2019 and not later than Friday 28th June 2019 as follows:

Edu Servizz.gov
Great Siege Road

Floriana

From Monday to Saturday between 08:00 – 13:00 and Wednesday between 08:00 – 13:00 and 16:30 – 19:00.

Examinations Department
The Mall
Sarria Street
Floriana

Gozo Examination Centre
Fortunato Mizzi Street
Victoria
Gozo

From Monday to Friday between 08:00 – 12:00

An examination fee of €9.30 will only be accepted by card or cheque payable to the Director of Examinations.

7.3 Applications received from abroad by 12:00 noon (Central European Time) of **Friday 28th June 2019**, through email, fax, or other similar means may be considered provided all requisite details are given. In the case of such applications, the formal application duly signed by the applicant must reach the Examinations Department by not later than one week after the closing date together with an explanation for the delay. The e-mail address of the Examinations Department is exams.department@gov.mt. 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:

- 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;
- 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 the Human Resources Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Sustainable Development and Climate Change, 6, Qormi Road, St. Venera SVR 1301. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Directorate are <http://www.environment.gov.mt> and humanresources.mesdc@gov.mt.

Dennis Buttigieg
Director General, Operations
f/Permanent Secretary, MESDC

OR