



Ref: DG CS 7 /2013; Educ 111/99/III

31 July 2013

**To: Permanent Secretary, Directors General, Directors,  
Heads of State Schools and Sections,**

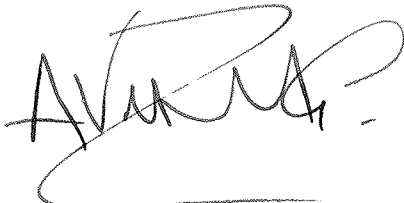
**Subject: FILLING OF HEADSHIP POSITIONS**

### Call for Application

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Please bring the attached OPM Circular No 13/2013 to the notice of all concerned.

Heads are advised to ensure that all employees concerned confirm that they have seen the Circular by signing a copy thereof.



**Andre Vassallo Grant**  
**Director General (Corporate Services)**

OFFICE OF THE PRIME MINISTER  
Auberge de Castille  
Valletta VLT 2000

26 July 2013

Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Entities

### **FILLING OF HEADSHIP POSITIONS**

The Senior Appointments Advisory Committee wishes to identify suitable public officers who could be recommended to fill Headship Positions<sup>1</sup> in Grade 3 (Salary Scale 3) or in Grade 4 (Salary Scale 4) shown in the list marked Appendix 'A' attached to this Circular. The appointments shall, as usual, be made on the basis of a Performance Agreement for a period of three years.

#### **Eligibility**

**Appendix A - Other offices with statutory powers listed in the Second Schedule of the Public Administration Act, CAP 497 and other positions of Director General and Director not so listed.**

The eligibility in respect of these positions is as follows:-

- (a) senior public officers who have a substantive grade in scale 7 or higher; or
- (b) senior public officers who have served for six consecutive years in the Public Service in positions classified in scale 7 or higher; or
- (c) other public officers who have served for four consecutive years in the Public Service in scale 7 or higher.

Officers currently occupying a headship position and who have served at least one year of the term of their **current** performance agreement may apply for any of the positions advertised in this circular, subject to having satisfied the pertinent eligibility requirements. The one-year term eligibility criterion does not apply when one is applying for a higher position.

Eligible candidates may indicate up to a maximum of four positions as an indication of their preference. The SAAC will consider who, from among any of the eligible candidates, is suitable for a particular post. While prospective candidates may indicate their preferences for up to four positions, it is the SAAC's prerogative to nominate any candidate to any of the positions advertised.

#### **SAAC Interview Procedure**

Eligible applicants will be required to sit for a psychometric test which will be held at the CDRT and which will serve as part of the preliminary shortlisting.

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<sup>1</sup> Headship positions include 'Heads of Department' and 'Other offices with statutory powers' listed in the Second Schedule of the Public Administration Act (CAP 497), as well as any other positions of Director General and Director not listed therein.

Further details regarding the preliminary shortlisting, the SAAC interview process and additional information may be viewed in the updated version of 'The Nomination Process for headship positions – Notes for prospective applicants' at the following webpage:- <https://intra.gov.mt/management-resources/the-nomination-process-for-headship-positions>

### **Submission of applications**

Eligible public officers who consider themselves suitable for any of these positions are invited to apply through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt> by not later than **noon of Friday, 9 August 2013**. Guidelines to assist officers in the submission of applications online may be viewed at: - <http://intra.gov.mt/management-resources/guidelines-on-the-public-service-recruitment-portal>

### **Complete Application Checklist**

Applications must include:-

- (a) a detailed *curriculum vitae* (Europass format) which will include the continuous professional development record and, in the case of current incumbents, will also include copies of the last three performance assessments;
- (b) a motivational statement wherein applicants explain why they consider themselves to be qualified for top management positions, in which level they consider themselves suitable and the area they would prefer; and
- (c) an updated Service and Leave Record Sheet.

**Incomplete and/or late applications or applications by any person who is ineligible in terms of this call will not be considered. Applicants are reminded that it is their responsibility to ensure the completeness and correct details of their application, as well as the submission of all required documentation strictly within the deadline of this call.**

Prior to being called for the interview, prospective applicants would be required to fill a declaration indicating any possible or potential conflict of interest (e.g. business interests, private work, etc). Applicants who have already submitted such a declaration in the past are to confirm in writing that there are no changes and need not resubmit it. In the case where there has been a change, a new declaration would need to be submitted.

A copy of the position description for each of the advertised positions can be obtained from the Office of the respective Permanent Secretary.

Mario Cutajar  
Principal Permanent Secretary

APPENDIX 'A' TO OPM CIRCULAR No. 13/2013

LIST OF HEADSHIP POSITIONS

Positions in terms of Article 110 of the Constitution

Note: - Applicants should consult the position descriptions to verify whether specific eligibility criteria apply

POSITION TITLE	GRADE
<b><u>Office of the Prime Minister (OPM)</u></b>	
Director (Joint Office), Government Property Department	4
Director (Corporate Services), House of Representatives	4
<b><u>Ministry for Education and Employment (MEDE)</u></b>	
*Director General (Quality and Standards in Education)	3
*Director General (Educational Services)	3
<b><u>Ministry for Sustainable Development, the Environment and Climate Change (MSDEC)</u></b>	
Head, Paying Agency	3
Director (Environment and Climate Change)	4
<b><u>Ministry for Transport and Infrastructure (MTI)</u></b>	
Director (Cleaving), Works and Infrastructure Department	4
<b><u>Ministry for Finance (MFIN)</u></b>	
*Director (Government Accounts), Treasury Department	4

*\*This is an open call*