



Ref: DG CS 9 /2013; MEDE 10/2013

9 September 2013

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

**Subject: EXPRESSION OF INTEREST FROM AMONGST PUBLIC
OFFICERS TO PARTICIPATE IN THE CDRT RESEARCH ASSISTANTS
SCHEME**

Call for Application

Please bring the attached OPM Circular No 16/2013 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.

A handwritten signature in black ink, appearing to read 'Andre' Vassallo Grant'.

Andre' Vassallo Grant
Director General (Corporate Services)

Ref No: CDRT/19/1

OPM Circular NO 16/2013

OFFICE OF THE PRIME MINISTER
Auberge de Castille
Valletta VLT 2000

To: Permanent Secretaries
Directors General
Directors
Head of Public Sector Organisations

4th September 2013

OPM/16/2013 - EXPRESSION OF INTEREST FROM AMONGST PUBLIC OFFICERS TO PARTICIPATE IN THE CDRT RESEARCH ASSISTANTS SCHEME

In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. In line with Government's commitment towards the strengthening of investment in research at various levels, the Centre for Development, Research and Training (CDRT) invites Public Officers holding a qualification at MQF Level 5 specifically the Diploma in Public Administration from the University of Malta or at MQF Level 6 (any Bachelor's Degree) or higher to submit an Expression of Interest to participate in the CDRT Research Assistants Scheme. Selected Public Officers shall be required to be available up to a maximum of 20 hours per week for a maximum period of 6 months to assist research, either on specific policy areas identified by CDRT or related to consultancy assignments undertaken by the Management Efficiency Unit (MEU), according to the exigencies of the Public Administration. The assignment period may be renewed by further periods.
2. An Expression of Interest should include a motivational statement, *curriculum vitae*, copies of the relevant qualifications, and an updated Service and Leave Record Form (GP47). An Expression of Interest is to be endorsed by the respective Director/Head and copied to the line Permanent Secretary.
3. Eligible applicants will be requested by CDRT to attend an interview to assess their suitability to participate in the scheme.
4. Original certificates and/or testimonials together with one's Identity Card are to be invariably produced for verification at the interview.
 - (a) With respect to qualifications produced in response to this Expression of Interest, applicants are required to produce a recognition statement by the Malta Qualification Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

- (b) Applicants who are not in possession of the statement recognition may still submit their Expression of Interest, provided they submit a copy to CDRT as soon as this is available but in any case, by not later than two weeks from the closing date of the Expression of Interest. Applicants, who for reasons beyond their control, fail to present the required statement within the two-week period stipulated above, may request the receiving entity to extend the time limit by a further period of two weeks. Reasons for delay should be clearly stated.
 - (c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (www.mqc.gov.mt/mqric). In cases of doubt, however the Interviewing Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.
5. Successful applicants will form part of a pool, respectively awaiting to be allocated to specific research assignments.
 6. When a Public Officer is selected to participate in the scheme, the CDRT shall notify the employee in writing copying his/her Director/Head, the line Permanent Secretary and the Public Administration HR Office.
 7. The CDRT shall consult the Public Officer and the respective Director/Head prior to finalising the arrangements regarding the schedule to be followed during the research assignment period.
 8. It is to be noted that research assistant is a role: it is neither a post nor a position.
 9. During their assignment period research assistants will be tasked to carry out the following duties:
 - (a) Document and data searches, collection and aggregation
 - (b) Information gathering and development
 - (c) Assisting in basic research analysis
 - (d) Participation in meetings with relevant stakeholders as identified by CDRT and/or MEU as required through the course of any assignment
 - (e) Assisting in the drawing up of reports and papers emanating from the findings from the data and information gathered
 - (f) Assisting the rest of the research team by providing possible insights towards recommendations and conclusions arising from the research
 - (g) Involvement in any other basic research related duties as assigned and directed by CDRT during the term of the assignment

10. The ownership of any research conducted under this Scheme shall pertain to the CDRT and/or MEU, even if the Public Officer is credited with such involvement.
11. The research may be made available to the Permanent Secretary responsible for the area in which the research has been conducted and any Public Service Department and /or Public Sector Entity for which such research may be deemed relevant.
12. During the release period, Public Officers will be entitled to continue to receive their basic salary including any allowances that they have. No special allowance applies for participation in the CDRT Research Scheme.
13. Public Officers selected to participate in this Research Assistants Scheme shall remain subject to the PSC disciplinary procedures for any misconduct during the period of release.
14. Public Officers on reduced hours and teleworking may if accepted, participate in this Scheme on a pro-rata basis. Public Officers on any form of special leave may not avail themselves of this Scheme.
15. Expressions of Interest as outlined in paragraph (3) are to reach the Director Corporate Projects, Block A, Centre for Development, Research and Training, OPM, San Salvatore Bastion, Sa Maison Road, Floriana, FRN 1610, by hand or by post, by not later than noon (Central European Time) of Friday 4th October 2013. Scanned Copies of the application and the relevant documentation sent electronically on (corporateprojects.opm@gov.mt) are also acceptable.
16.
 - (a) Expressions of Interest delivered by hand will be acknowledged in writing and a receipt will be issued at the time of delivery.
 - (b) Expressions of Interest sent via e-mail will be acknowledged immediately.
 - (c) Applications by post should be sent by registered mail and in sufficient time to ensure delivery by the closing date and time. These will be acknowledged in writing within five (5) working days from receipt.
 - (d) In the absence of an acknowledgement within five (5) working days from the closing date, it is the responsibility of applicants concerned to confirm with CDRT, the receiving of their application.
17. This Circular is to be brought to the attention of all eligible Public Officers in your organisation.

Mr Mario Cutajar
Principal Permanent Secretary

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