



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

4<sup>th</sup> October 2013

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

**Subject: POSITION OF RESEARCH ANALYST IN THE CENTRE FOR  
DEVELOPMENT, RESEARCH AND TRAINING IN THE OFFICE OF THE  
PRIME MINISTER**

**Call for Application**

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Please bring the attached HR/OPM Circular No 5/2013 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)**

L-Uffiċċju tal-Prim Ministru  
Il-Berġa ta' Kastilja  
Il-Belt Valletta VLT 2000

Data: It-2 ta' Ottubru 2013

Lis-Segretarji Permanenti  
Lid-Diretturi Ġenerali  
Lid-Diretturi  
Lill-Kapijiet ta' Organizzazzjonijiet fis-Settur Pubbliku

**POŻIZZJONI TA' RESEARCH ANALYST  
FIĊ-ĊENTRU GĦALL-IŻVILUPP, RIĊERKA U TAĦRIĠ  
FL-UFFIĊĊJU TAL-PRIM MINISTRU**

**(Approvazzjoni skont il-capacity building datata l-14 ta' Mejju 2012)**

*Skont klawnsola 3.1(l) tal-Ftehim Kollettiv kurrenti, nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.*

1. Id-Direttur Ġenerali (*Support Services*) f'isem is-Segretarju Permanenti Ewlieni, Uffiċċju tal-Prim Ministru, jilqa' applikazzjonijiet minn Uffiċjali Pubbliċi fis-Servizz Pubbliku ta' Malta għall-pożizzjoni ta' *Research Analyst* fiċ-Ċentru għall-Iżvilupp, Riċerka u Taħriġ fl-Uffiċċju tal-Prim Ministru. Uffiċjali Pubbliċi fis-Servizz Pubbliku ta' Malta li huma ssekondati/mislufin/*detailed/deployed/attached* ma' Organizzazzjonijiet fis-Settur Pubbliku jistgħu japplikaw ukoll.

**Tul tal-assignment u kundizzjonijiet**

2.1 Persuna magħżula tidhol f'*assignment* ta' sitta u tletin (36) xahar bħala *Research Analyst* fiċ-Ċentru għall-Iżvilupp, Riċerka u Taħriġ, li jista' jiġi mġedded għal perjodi oħra. Persuna li ma tkunx tat sehem sodisfaċenti bħala *Research Analyst* matul il-perjodu tal-*assignment*, ikollha l-*assignment* tagħha tterminat.

2.3 Jekk persuna magħżula tkun Uffiċjal Pubbliku li għandha grad sustantiv/*indefinite status* fis-Servizz Pubbliku ta' Malta, u waqt il-perjodu tal-*assignment*, tinħatar fi grad bi Skala ta' Salarju oġġa minn Skala 7, hija tkun meħtieġa li tħalli d-doveri ta' *Research Analyst* u tkun ittrasferita għal doveri li jikkorrispondu mal-grad il-ġdid tagħha. Iżda, jekk is-salarju sustantiv tal-persuna magħżula jitle' għal aktar mill-massimu ta' Skala 7 permezz ta' *progression*, il-persuna titfalla tkompli l-perjodu tal-ingaġġ tagħha kif ipprovdut bl-*assignment* fis-seħħ.

**Salarju marbut mal-pożizzjoni**

3. Is-salarju għall-pożizzjoni ta' *Research Analyst* huwa ekwivalenti għall-massimu ta' Skala ta' Salarju 7 (bħalissa €23,422).

**Dmirijiet**

4. Id-dmirijiet ta' persuna fil-ħatra ta' *Research Analyst* jinkludu:

- i) Li tagħmel analiżi tar-riċerka fuq oqsma speċifiċi ta' *policy* identifikati mis-CDRT;
- ii) Li tassisti fil-produzzjoni, l-preżentazzjoni, l-evalwazzjoni u t-tixrid ta' rapporti tar-riċerka u *policy briefs*;
- iii) Li tkkoordina l-iskema tar-*Research Assistants* tas-CDRT;
- iv) Li tadotta sistema miftuħa u aċċessibbli li tiffaċilita talbiet għall-informazzjoni riċerkata;
- v) Li tkkoordina laqgħat ma' organizzazzjonijiet differenti fl-Amministrazzjoni Pubblika u ssegwi l-eżitu ta' dawn il-laqgħat b'mod kontinwu;

- vi) Li tagħmel monitoraġġ ta' *journals* u pubblikazzjonijiet relevanti u tqassar għażla ta' artikli għall-użu intern tas-CDRT u għall-Amministrazzjoni Pubblika kif meħtieġ;
- vii) Li tassigura l-implimentazzjoni xierqa ta' *research assignments* u proġett korporattivi assenjati u żżomm kuntatt regolari mad-Direttur;
- viii) Li tinvolvi ruħha fix-xogħol tad-Direttorat u tipparteċipa b'mod attiv bħala membru tat-tim fid-Direttorat;
- ix) Li tipparteċipa f'konsultazzjonijiet u fora informattivi u relevanti;
- x) Li twestaq dmirijiet relatati mal-ġbir tad-data;
- xi) Li tiegħu sehem f'xogħol ta' riċerka biex tidentifika opportunitajiet ta' finanzjament mill-UE għal proġetti korporattivi;
- xii) Li tassisti lil dipartimenti u direttorati fit-tfassil ta' proposti ta' proġetti korporattivi;
- xiii) Li tikkoordina fuq kwistjonijiet relevanti mal-partijiet interessati bil-għan li tiżviluppa u timplimenta proġetti korporattivi;
- xiv) Li ssiefer fuq xogħol uffiċjali skont kif ikun meħtieġ;
- xv) Li twestaq xogħol ieħor skont struzzjonijiet mogħtija minn żmien mid-Direttur tal-Proġetti Korporattivi;
- xvi) Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni

### Rekwiżiti tal-eligibbiltà

5.1 Sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu Uffiċjali Pubbliċi:

- (a) li jkollhom *post-graduate degree* (Masters') rikonossuta, f'livell 7 tal-MQF, fil-*Human Resources Management* jew fl-Amministrazzjoni Pubblika jew fil-*Public Policy* jew f'oqsma ta' studju relevanti oħra, jew kwalifika rikonossuta, xierqa, komparabbli, u sena (1) esperjenza ta' xogħol rilevanti; **JEW**
- (b) li jkollhom *first degree* rikonossuta, f'livell 6 tal-MQF, fil-*Human Resources Management* jew fl-Amministrazzjoni Pubblika jew fil-*Public Policy* jew f'oqsma ta' studju relevanti oħra, jew kwalifika rikonossuta, xierqa, komparabbli, u tliet (3) snin esperjenza ta' xogħol rilevanti; **JEW**
- (c) li jkunu fi Skala mhux inqas minn Skala 10 li jkollhom sitt (6) snin esperjenza ta' xogħol rilevanti.

Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eligibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għandhom ġabu l-kwalifiki msemmija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew approvati għall-għoti tal-kwalifiki msemmija sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

5.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafu 5.1, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

5.3 L-applikanti prospettivi għandhom jaraw il-provvedimenti ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonossiment tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-link aktar 'l isfel).

### Sottomissjoni ta' dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun jew mehmuża mal-applikazzjoni. Kopji *scanned* mibgħuta b'mod elettroniku huma aċċettati.

6.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

## Proċeduri tal-għażla

7. L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni.

## Sottomissjoni tal-applikazzjoni

8. L-applikazzjonijiet flimkien ma' *Service and Leave Record Form* (GP 47) aġġornat u curriculum vitae dettaljat, jintlaqgħu mid-Direttur tal-Proġetti Korporattivi fiċ-Ċentru għall-Iżvilupp, Riċerka u Taħriġ, San Salvatore Bastion, Triq Sa Maison, Floriana FRN 1610 sa mhux aktar tard **min-nofs in-nhar (Central European Time) ta' nhar il-Ġimgħa, 25 t'Ottubru, 2013**. L-applikazzjonijiet jistgħu ukoll jiġu sottomessi permezz tal-*Online Government Recruitment Portal* fuq <http://recruitment.gov.mt> sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, kif indikat hawn fuq. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provvedimenti ġenerali msemmija hawn isfel.

## Provvedimenti ġenerali oħra

9. Provvedimenti ġenerali oħra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għall-

- kundizzjonijiet applikabbli oħrajn;
- bdil raġonevoli għall-persuni rreġistrati b'diżabilità;
- sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
- pubblikazzjoni tar-riżultat;
- il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
- aċċess għall-formola tal-applikazzjonijiet u dettalji relatati;
- żamma ta' dokumenti

jistgħu jiġu aċċessati permezz tas-sit elettroniku tal-Uffiċċju tar-Riżorsi Umani fl-Amministrazzjoni Pubblika fl-indirizz <http://www.pahro.gov.mt/file.aspx?f=372> jew jinkisbu mid-Direttorat għall-Finanzi u l-Amministrazzjoni (Fergħa tar-Riżorsi Umani), l-Uffiċċju tal-Prim Ministru, il-Berġa ta' Kastilja, il-Belt Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Għall-fini ta' paragrafu 5.2 tal-Provvedimenti Ġenerali ta' din is-sejha għall-applikazzjonijiet, in-numru tal-fax taċ-Ċentru għall-Iżvilupp, Riċerka u Taħriġ huwa +356 22001877 filwaqt li l-indirizz tal-*email* huwa [corporateprojects.opm@gov.mt](mailto:corporateprojects.opm@gov.mt).

A. Magro  
Direttur Ġenerali (*Support Services*)  
Għas-Segretarju Permanenti Ewlieni

DB

Office of the Prime Minister  
Auberge de Castille  
Valletta VLT 2000

Date: 02 October 2013

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

**POSITION OF RESEARCH ANALYST  
IN THE CENTRE FOR DEVELOPMENT, RESEARCH AND TRAINING  
IN THE OFFICE OF THE PRIME MINISTER**

**(Capacity building approval dated 14 May 2012)**

*In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.*

1. The Director General (Support Services) on behalf of the Principal Permanent Secretary, Office of the Prime Minister, invites applications from Public Officers in the Malta Public Service for the position of Research Analyst in the Centre for Development, Research and Training in the Office of the Prime Minister. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

**Duration of assignment and Conditions**

2.1 A selected candidate will enter into a thirty-six (36) month assignment as a Research Analyst in the Centre for Development, Research and Training, which may be renewed for further periods. Unsatisfactory performance as Research Analyst during the assignment period will lead to termination of the assignment.

2.2 If a selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, and during the assignment period is appointed to a grade with a Salary Scale higher than Scale 7, he/she will be expected to relinquish the duties of Research Analyst and be transferred to duties pertinent to his/her new grade. However, if the substantive salary of a selected candidate becomes higher than the maximum of Scale 7 through progression, he/she will be allowed to complete his/her term of engagement as provided by the assignment in force.

**Salary pegged to the position**

3. The salary attached to the position of Research Analyst is equivalent to the maximum point of Salary Scale 7 (currently €23,422).

**Duties**

4. The duties of Research Analyst include:

- i) Carrying out research analysis on specific policy areas identified by CDRT;
- ii) Assisting in the production, presentation, evaluation and dissemination of research reports and policy briefs;
- iii) Co-ordinating the CDRT Research Assistants Scheme;
- iv) Adopting an open and accessible approach to facilitate research information requests;
- v) Co-ordinating meetings with different Public Administration organisations and following up these meetings on an on-going basis;

- vi) Monitoring relevant journals and publications and producing summaries of select articles for internal use within CDRT and for Public Administration as required;
- vii) Ensuring the proper implementation of assigned research assignments and corporate projects and liaising regularly with the Director;
- viii) Being involved in the work of the Directorate and playing an active role as a team member of the Directorate;
- ix) Participating in the relevant consultation and information fora;
- x) Performing duties related to the compilation of data;
- xi) Participating in research work to identify EU Funding opportunities for corporate projects;
- xii) Assisting line departments/directorates in the drawing up of corporate project proposals;
- xiii) Co-ordinating relevant matters with various stakeholders towards the development and implementation of corporate projects;
- xiv) Travelling abroad on official business as may be required;
- xv) Carrying out other duties as may be determined from time to time by the Director Corporate Projects;
- xvi) Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### **Eligibility requirements**

5.1 By the closing time and date of this call for applications, applicants must be public officers who are:

- (a) in possession of a recognised post-graduate degree (Masters'), at MQF Level 7, in Human Resources Management or Public Administration or Public Policy or other relevant fields of study, or an appropriate, recognised, comparable qualification, plus one (1) year relevant work experience; **OR**
- (b) in possession of a recognised first degree, at MQF Level 6, in Human Resources Management or Public Administration or Public Policy or other relevant fields of study, or an appropriate, recognised, comparable qualification, plus three (3) years relevant work experience; **OR**
- (c) in a Scale not below Scale 10 with six (6) years relevant work experience.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience.

5.3 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**

6.1 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.

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **Selection procedure**

7. Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

## **Submission of applications**

8. Applications, together with an updated Service and Leave Record Form (GP47) and a detailed curriculum vitae, will be received by the Director (Corporate Projects) at the Centre for Development, Research and Training, San Salvatore Bastion, Sa Maison Road, Floriana FRN 1610 by not later than **noon (Central European Time) of Friday, 25 October, 2013**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date of this call for applications. Further details concerning the submission of applications are contained in the general provisions referred to below.

## **Other general provisions**

9. Other general provisions concerning this call for applications, with particular reference to:

- other applicable conditions;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details
- retention of documents

may be viewed by accessing the website of the Public Administration HR Office at the address <http://www.pahro.gov.mt/file.aspx?f=372> or may be obtained from the Finance and Administration Directorate (HR Branch), Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the fax number of the Centre for Development, Research and Training is +356 22001877 and the e-mail address is [corporateprojects.opm@gov.mt](mailto:corporateprojects.opm@gov.mt).

A. Magro  
Director General (Support Services)  
f/Principal Permanent Secretary

*DB*