



Ref: DG CS 11 /2013; MEDE 10/2013

15 October 2013

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

**Subject: Expression of Interest from amongst Public Officers in the General
Service Class to be assigned duties at the Assocjazzjoni Kunsilli Lokali as: Clerk,
within the Department for Local Government, Ministry of Tourism**

Call for Application

Please bring the attached PAHRO Circular No 14/2013 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)

14 October 2013

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

**Expression of Interest from amongst Public Officers
in the General Service Class to be assigned duties
at the *Assoċjazzjoni Kunsilli Lokali* as:**

Clerk, within the Department for Local Government, Ministry of Tourism

1. In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Public Administration HR Office is seeking to identify a suitable Public Officer in the grade of Clerk [Scales 16/15] within the General Service class to perform duties as cited above, for an indefinite period.
2. Eligible Officers are thus invited to submit their expression of interest in being assigned duties related to the above-captioned designation. Public Officers on secondment / on loan / detailed with / deployed with / on attachment to Public Sector Organisations, who satisfy the necessary eligibility requisites, may also apply.
3. The selected candidate will be transferred to the Department for Local Government, Ministry for Tourism, and be eventually deployed with the *Assoċjazzjoni Kunsilli Lokali*. He / she will continue to receive the salary of his / her substantive grade for the period during which he / she are assigned to the *Assoċjazzjoni Kunsilli Lokali*, and will resume the duties of his / her substantive grade once his / her deployment on such duties ceases.
4. The selected candidate shall, for the period during which he / she is assigned such duties, be accountable to the Executive Secretary of the *Assoċjazzjoni Kunsilli Lokali*, where he / she will be assigned.
5. The period of assignment shall be reckonable as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for treasury pension purposes. The performance of such duties will also be acknowledged in the Record of Service (GP47).
6. Eligible applicants will be requested to attend for an interview to assess their suitability for those duties in which they expressed an interest. The selected

candidate will be deployed according to both the outcome of such assessment and Public Service exigencies.

- 7.1 Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the Officer's submission. Scanned copies sent electronically are acceptable.
- 7.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 7.3 With respect to qualifications produced in response to the call for applications, applicants are required to produce a recognition statement by the Malta Qualifications 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.
- 7.4 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department receiving the applications, indicating clearly the reasons for the delay.
- 7.5 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 Selection 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 paragraph 7.4 above.
8. Submissions are to reach the Director Corporate Services of the Ministry for Tourism, including a detailed CV and a Service and Leave Record Form (GP47), by not later than noon (Central European Time) of Friday, 25 October 2013.
9. The selected Officer will be required to sign an undertaking signifying his / her commitment to the assignment for which he / she are selected.

L. Bonnici
f/Director General
Public Administration HR Office