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17 April 2013

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

**Subject: Filling of Vacant Positions of Assistant Director in the Office of the
Prime Minister**

Call for Application

Please bring the attached HR/OPM Circular No 1/2013 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 'AVG' with a flourish.

Andre' Vassallo Grant
Director General (Support Services)

Office of the Prime Minister
Auberge de Castille
Valletta

17 April 2013

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

Filling of Vacant Positions of Assistant Director in the Office of the Prime Minister

1. The Public Service Commission notifies that it is intended to fill the following vacant positions of Assistant Director:

Position: Assistant Director (Administrative Support)
in the Office of the Principal Permanent Secretary

Position: Assistant Director (Corporate Programmes)
in the Public Administration HR Office
(HR Management Systems Directorate)

Position: Assistant Director (Data Management and Development)
in the Public Administration HR Office
(HR Management Systems Directorate)
2. The position of Assistant Director in the Public Service is a Category A position and appointments to this position will be made on the basis of a three-year Performance Agreement. The Agreement will include a performance bonus and this entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position. However, the appointee will not be entitled to other perquisites pertaining to an appointment to a Headship position.
3. Officers who are selected for appointment to the position of Assistant Director and who hold a substantive appointment in the Malta Public Service below Scale 5, will continue to hold their substantive grade for the first two terms as Assistant Director. An Assistant Director will only be appointed to the substantive grade of Officer in Grade 5, or may opt to be appointed to the substantive grade of Officer in Grade 5 in the case of departmental grade officers, only after having served creditably for two tenures. The total six years need not necessarily be continuous but may be an aggregate of six years. The appointment in this case would be effective on completion of six creditable years in the position of Assistant Director.
- 3.1 However, in cases of retirement or boarding out, officers shall be pensioned off on their current salary within Scale 5, subject to creditable performance, even though such officers will not have served for two tenures. This provided that the officer in question has served for at least one year of their second term i.e. four years in all. If they retire before the four-year period, they will be pensioned off on the next higher scale to their substantive scale.

- 3.2 If a selected candidate is a public officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on his/her substantive grade and salary scale.
4. Officers appointed Assistant Director on a Performance Agreement may, subject to creditable performance, be re-appointed to the same position or appointed to another Assistant Director position for successive *three*-year periods. Unless so appointed, they will revert to their substantive grade and be assigned duties commensurate with their grade.
5. Applicants are reminded that they may be redeployed to a different Assistant Director position across the Public Service according to the exigencies of the service both during the original term of appointment, as well as after re-appointment in terms of paragraph 4 above.
6. Applications will be received from public officers in the Malta Public Service who, on the closing date of applications, are:
a) officers holding a substantive grade which is not below Scale 7; or
b) officers not below Scale 7 with four years consecutive service¹ at Scale 7 level or higher².
7. Copies of the position description in respect of these positions may be obtained from the Director General (Support Services) – Attn: Mr Paul Pace (+356 22001013).
8. Eligible officers may apply for this position provided they have not already been approved for appointment as Assistant Director. However, if an officer who has been approved for appointment as Assistant Director is, in the meantime, selected to fill another position for which he/she had applied prior to his/her appointment date as Assistant Director, the officer will be given the option to choose which of the two or more positions he/she wishes to take up.
9. Once appointed, Assistant Directors may apply to fill a vacancy in a lateral position only:
i) after two years of the second or subsequent term in the same position³ unless:
a) the officer concerned is an Assistant Director ordinarily resident in Gozo but serving in Malta and applying to fill a vacant Assistant Director position in Gozo; or
b) a lateral move, or even a change of designation, occurs at the request of the Administration in the interest of the Service; or
ii) if the vacancy existed in the Ministry where he/she was serving prior to his/her appointment as Assistant Director, but was not advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where he/she was serving in his/her previous grade.

¹ Family-friendly measures which are considered 'service in the grade' will be applicable for the purpose of the four-year requirement.

² In all cases, applicants must have attained scale 7 or higher by means of an appointment through the Public Service Commission.

³ In the case of Assistant Directors who are still completing their five-year contract in terms of the policy applicable prior to the 20th June 2008, the words "after two years of the second or subsequent term in the same position" are to read "after having served at least three years of the current five-year contract".

10. Assistant Directors are entitled to avail themselves of a period of up to four (4) months unpaid parental leave on the grounds of birth, adoption, fostering or legal custody of a child to enable them to take care of that child until the child has attained the age of eight years, and the Assistant Directorship need not be terminated. Unpaid parental leave may be availed of in respect of each child. Any period taken as unpaid parental leave will be reckonable as forming part of the six creditable years in the position of Assistant Director required for tenure as Officer in Grade 5.
- 10.1 Officers who utilize any other form of unpaid leave will have their agreement as Assistant Directors terminated. However, the years of service as Assistant Director prior to unpaid leave shall be reckonable for the attainment of the substantive grade of Officer in Grade 5, should they be selected for another Assistant Director position.
11. The Selection process, in the form of an interview, will be conducted by a Selection Board to be appointed by the Public Service Commission.
12. The Selection Board will assess applicants' suitability and competence for appointment to this senior management position as Assistant Director in the Malta Public Service in terms of the established selection criteria including Intellectual Ability, Leadership Skills, Management Skills and Position Related Requirements. A schedule of assessment criteria and weightings for the selection process has been established to ensure uniformity of approach as well as a fair assessment of candidates. A copy of this schedule is attached to this Circular.
13. The Director (Corporate Services) is to make available to the Selection Board copies of all Performance Management Programme (PMP) Reports in respect of each candidate being interviewed. In the case of candidates in respect of whom PMP reports are not available, the competent Head of Department will make out a Performance Report on similar lines. Such reports will be counter-signed by the officer concerned. The Selection Board may also consult with the Head of that Department where the vacant position is located prior to finalising its report.
14. The selection board result is valid for a period of one year from the date of issue.
15. If the appointed officer makes a lateral move in accordance with the provisions of paragraph 9 of this Circular, refuses, abandons, retires, is medically boarded out or has his contract terminated before the expiry of the validity period of the selection board result, the next-in-line successful candidate may be appointed to fill the position, subject to availability of vacancy/vacancies.
16. The results of the interviews will be sent by post to the applicants concerned by the Public Service Commission. Petitions objecting to the result in terms of Section 1.1.17 of the Public Service Management Code are to be submitted to the Executive Secretary, Public Service Commission, the Palace, Valletta, copying to the Head of the Department wherein the vacancy to be filled lies. Petitions are to reach the Commission and the Head of Department within ten (10) working days from the date of the result.
17. Applications are to be submitted, for the attention of the Director General (Support Service), OPM, through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant), and an updated Schedule of Service, in pdf format which are to be uploaded through the Portal. The closing date for the receipt of applications is noon (CET) of **Friday 03 May, 2013**.

18. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be preferably scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt> or sent separately to the receiving Ministry by not later than ten (10) working days from the closing date. Originals are to be invariably produced for verification at the interview.
19. (a) With respect to qualifications produced in response to this 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.
- (b) 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/directorate receiving the applications, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
- (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 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 sub-paragraph (b) above.
20. Applications will be acknowledged by e-mail within seven days.

Mr Mario Cutajar
Principal Permanent Secretary

AM/db

SELECTION CRITERIA FOR POSITIONS OF ASSISTANT DIRECTOR

Maximum marks: 200
Pass mark: 120

1. Intellectual ability	50
- Ability to think strategically	25
- Analytical ability and sequential thinking	25
2. Leadership skills	50
- Ability to lead, supervise and motivate staff	20
- Initiative and ability to set objectives and deliver results	15
- Personal integrity and ethical commitment	15
3. Management skills	50
- Knowledge of basic management procedures and practices	20
- Communication and presentation skills (oral and written)	15
- Ability to negotiate with and influence others	15
4. Position-related requirements	50
- Knowledge and competencies relevant to the position	15
- Experience relevant to the position	15
- Qualifications relevant to the position	20