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9 May 2013

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

**Subject: Expression of interest from amongst Public Officers and Public Sector
employees to perform duties as Executive (EAP/TAF Administration and
Control Function) at the Employment & Training Corporation**

Call for Application

Please bring the attached PAHRO 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 (Support Services)

PUBLIC ADMINISTRATION HR OFFICE
OFFICE OF THE PRIME MINISTER
3, CASTILLE PLACE
VALLETTA

8 May 2013

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

Expression of interest from amongst Public Officers and Public Sector employees to perform duties as Executive (EAP/TAF Administration and Control Function) at the Employment & Training Corporation

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 the concept of job mobility across the wider public sector, which enhances the learning experience of the individual whilst addressing the exigencies of the public sector, expressions of interest are being sought from suitable public officers and public sector employees to perform duties as cited below, for a period of one (1) year
2. Eligible Officers (see eligibility at 8.1 below) are thus invited to submit their expression of interest to perform such duties. Eligible Public Officers, detailed / deployed / on loan to Public Sector Organisations, may also apply. Applications must be invariably submitted through the Head of Department / Entity for information purposes only. Successful Public Sector employees must make their own arrangements for their release prior to accepting any undertaking.
3. The Executive (EAP/TAF Administration and Control Function) forms part of the Finance Division of the Corporation and will be working at the Corporation's Head Office in Hal Far. The main duties are :

Administration Function

- Helps establish and maintain information control systems for matters relating to the Employment Aid Programme and Training Aid Framework
- Assists and actively participate in the proper and effective functioning and the marketing of the Framework and Programme
- Collects data and compiles statistical reports as necessary
- Directs subordinates in meeting their work objectives.
- Controls the systems and procedures in use for the matters relating to the TAF and EAP
- Assists and participates actively in the development, operations and maintenance of the software related to EU schemes.
- Ensures conformity of the operations to the guidelines set by the Corporation, European Structural Funds and the National laws

- Maintains high standards of performance within the Department and when representing the Corporation.
- Establishes/maintains efficient operations within the unit assigned to and lead staff to work in unison maintaining all along good relations and team work.
- Processes and computes the payment of training or employment subsidies to eligible entities, according to the standard practices of the Unit assigned to, completing the appropriate checklist/s and any associated documents.
- Ensures total adherence to TAF/EAP and European Social Fund regulations.
- Draws up periodic financial and progress reports.
- Communicates effectively (both orally and written) with various employers, employer's representatives, government and non-government entities and organisations.
- Supports the Project Leaders and senior Corporation staff
- Supervising and mentoring colleagues as required

Control Function

- Examines documentation in relation to applications for claims related to Aid Schemes
- Monitors, Evaluates and Ensures the Financial Control of the Aid Schemes administered by ETC, and co-ordinates the recoveries of amounts unduly paid
- Verifies the delivery of the co-financed products / services, and ensures that the expenditure declared by the Beneficiaries for operations has actually been incurred and complies with Community and National Rules
- Informs management immediately of any irregularities or deviations found
- Evaluates Aid Schemes applications for reimbursement ensuring they follow implementation guidelines and compliance with community and national rules

Executes additional tasks as directed by management.

4. The selected candidate shall, for the period during which he/she is performing such duties, be accountable to the Manager of the Unit where he/she is deployed.

5. The period during which the selected applicant is performing duties as Executive (EAP/TAF Administration and Control Function) at the Employment and Training Corporation 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).

6.1 The salary attached to the position of Executive (EAP/TAF Administration and Control Function) shall be €15,681 [as per ETC Collective Agreement].

In the case of a selected candidate holding a substantive grade in the Malta Public Service, for the purpose of the 1937 Pensions Ordinance (if applicable), the difference between the salary to which the selected candidate is entitled by virtue of the substantive grade and the salary of the position will be paid as a non-pensionable allowance.

6.2 The successful applicant will resume the duties of his/her substantive grade once he/she reverts back to the Public Service / public sector entity.

6.3 If the selected applicant holds a fixed term contract of employment, he/she will be required to forfeit such contract before taking up the new duties of this position.

7. Eligible applicants will be interviewed by a Selection Board to assess their suitability to carry out such duties.

8.1. Applicants must, by the closing date of submission of the application, be in possession of a degree or equivalent (at NQF level 6), or above in a social science subject preferably in Business and Management; OR a diploma at NQF Level 5 or above in a social science subject preferably in Business and Management and three years' relevant work experience to the role at least at clerical level; OR two A levels and four years' relevant work experience to the role at least at clerical level.

8.2. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Department Manager (People Management) at the Employment & Training Corporation, Head Office, Hal Far BBG 3000 by the closing date.

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

8.4. (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 the recognition statement may still apply, provided that they submit a copy to the receiving Entity as soon as this is available but, in any case, by not later than one week from the closing date of the Expression of Interest. Applicants who, for reasons beyond their control, fail to present the required statement within the one-week period stipulated above, may request the receiving entity to extend the time limit by a further period which, in any case, may not exceed one week. 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 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.

9. Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Cap 413), even if they do not fully satisfy the eligibility requirements; this provided they can carry out, in essence, the duties related to the position/s applied for.

Representations in terms of this clause should be attached to the application form and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving entity and copied to the NCPD.

10. Applications, supported by the necessary documentation, which should include a detailed C.V., and where applicable a Service and Leave record form (GP 47), are to

reach the Department Manager (People Management), Employment & Training Corporation, Head Office, Hal Far BBG 3000, by hand or by post, by not later than noon (Central European Time) of Wednesday 22nd May 2013 Scanned copies of the application and the relevant documentation sent electronically on maria.bartol-galea@gov.mt are acceptable

11. Applications received from abroad through a fax or other similar message by noon (CET) Wednesday 22nd May 2013 may be considered provided that all requisite details are given. The formal expression of interest duly signed by the applicant must reach Department Manager (People Management), Employment & Training Corporation, Head Office, Hal Far BBG 3000 by not later than one week after the closing date with an explanation for the delay. The office fax number is +356 22201804.

12 (a) Applications delivered by hand will be acknowledged in writing and a receipt will be issued at the time of delivery.

(b) Applications sent via email and fax 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. These will be acknowledged in writing within five (5) working days from receipt.

(d) In the absence of an acknowledgment within five (5) working days from the closing date of applications, it is the responsibility of applicants concerned to confirm with the receiving entity, at the above address, receipt of their application by the closing date.

13. Selected Officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

This Expression of Interest is to be brought to the attention of all public officers and public sector employees.

L Bonnici
f/Director General
Public Administration HR Office

Lb/ng