



Ref: DG CS 5 /2014; MEDE 10/2013

30 January 2014

**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 DRIVER / MESSENGER / GENERAL DUTIES
AT THE FOUNDATION FOR SOCIAL WELFARE SERVICES [FSWS]**

Call for Application

Please bring the attached PAHRO Circular No 4/2014 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)

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

29th January, 2014.

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 DRIVER / MESSENGER / GENERAL DUTIES
AT THE FOUNDATION FOR SOCIAL WELFARE SERVICES [FSWS]**

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 three (3) years.
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 Driver/ Messenger/ General Duties forms part of the Administration Team and will be working Full Time. The main duties are:
 - To drive, amongst other vehicles, tail lifts vans which require a special driving license.
 - To ensure proper up keeping of vehicles.
 - To transport clients with particular needs to the required destination in a safe and efficient manner.
 - To carry-out errands and act as a messenger on a regular basis.
 - To carry-out general maintenance basic duties as directed by management.
4. The selected candidate shall, for the period during which he/she is performing such duties, be accountable to the Administration Manager or his/her delegate, where he/she is deployed.
5. The period during which the selected applicant is performing duties as Driver/ Messenger/ General Duties at the Foundation for Social Welfare Services 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 Driver/ Messenger/ General Duties shall be €11,501 per annum rising by annual increments of €300 up to a maximum of €15,101.

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

- Have the competence and knowledge to carryout maintenance work.
- License to drive tail-lift van.

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 Group Senior Manager HR at 212, Cannon Road, Santa Venera SVR9034 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 Group Human Resources Senior Manager , 212, Cannon Road, Santa Venera, by hand or by post, by not later than noon (Central European Time) of Tuesday, 11th February, 2014. Scanned copies of the application and the relevant documentation sent electronically on recruitment.fws-headoffice@gov.mt are acceptable

11. Applications received from abroad through a fax or other similar message by noon (CET) Friday 14th February, 2014. may be considered provided that all requisite details are given. The formal expression of interest duly signed by the applicant must reach Group Human Resources Senior Manager. by not later than one week after the closing date with an explanation for the delay. The office fax number is +356 22588900.

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