



Ref: DG CS 6 /2014; MEDE 10/2013

17th February 2014

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

Subject: Expression of interest from amongst Public Officers and Public Sector employees to perform duties as Statisticians, Senior Statisticians and Principal Statisticians at the Gozo branch of the National Statistics Office

Call for Application

Please bring the attached PAHRO Circular No 5/2014 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.



Andre Vassallo Grant
Director General (Corporate Services)

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

13 February 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 Statisticians, Senior Statisticians and Principal Statisticians at the Gozo branch of the National Statistics Office

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 statisticians will be working in Gozo. Their main duties are:

- May supervise or manage statistical projects or programmes.
- Works in groups and may manage other staff.
- Designs methods and procedures of obtaining data such as surveys, experiments and questionnaires.
- Uses statistical techniques and models to forecast results, trends and needs.
- Finds factors that affect the results of research.
- Identifies differences between groups of data.
- Identifies relationships and trends in data
- Uses computers to enter data and to compile and make tables, graphs and charts of data.
- May check data for inaccuracies.
- Presents findings to clients.
- Writes reports and prepares data for publication.
- Provides data to help policy-makers.
- May analyse legal and social problems.

- May help businesses and industry to solve work-related problems.
- Follows and participates in international statistical methodological developments.
- Participates in and contributes to research work.
- Carries out any other ancillary duties as may be assigned by superiors.

4. The selected candidates shall, for the period during which they are performing such duties, be accountable to the Director General of NSO, or his representative, where he/she is deployed in Gozo. During this period, said candidates will be subject to the provisions detailed in Part III of the Malta Statistics Authority Act. The selected candidates may not request to be transferred to Malta.

5. The period during which the selected applicants are performing duties as a statistician, senior statistician or principal statistician at the National Statistics Office 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 positions of statistician, senior statistician or principal statistician shall be in accordance with the MSA-UHM Collective Agreement 2012-2016.

Grade	Salary Scale €
Principal Statistician	23,133 x 1,200 – 29,133
Senior Statistician	20,578 x 1,100 – 27,178
Statistician	19,981 x 1,050 – 25,231

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 applicants will resume the duties of their substantive grade once he/she reverts back to the Public Service / public sector entity.

6.3 If the selected applicants hold a fixed term contract of employment, they will be required to forfeit such contract before taking up the new duties.

7. Eligible applicants will be interviewed by a Selection Board, duly approved by the Board of the MSA, 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 an Honours degree in Statistics, Economics, Mathematics, Accountancy, Banking and Finance, Public Policy, Sociology or Geography or other recognised degrees or equivalent professional qualifications as recognised by the MQRIC with any of these disciplines as a major area of study, with a Second Class Lower Classification as a minimum. Applicants graduating this year may also apply, on condition they eventually attain the required classification.

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 Director General, National Statistics Office, Lascaris, Valletta 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 Director General, National Statistics Office, Lascaris, Valletta, by hand or by post, by not later than noon (Central European Time) of **Friday 28 February 2014**. Scanned copies of the application and the relevant documentation sent electronically on nso@gov.mt are acceptable

11. Late applications will not be accepted.

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