



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: **HR/156/2014**

From: **Joseph Micallef, Director HR**

To: **Permanent Secretary, Directors General, Directors, College Principals and Heads of School/Section (State Only)**

Subject: **Position of Senior Manager (Labour Market Research and Employment) in the Jobs + Unit within the Ministry for Education & Employment**

Date: **10th November 2014**

Please bring the attached call for applications to the notice of all concerned. Closing date is **noon (Central European Time) of Friday 28th November 2014.**

Irrespective of established in-house procedures, line Managers are reminded of their responsibilities in accordance with paragraph 9.1.1.1 of the Public Service Management Code which stipulates that “all circulars (including office orders and/or memoranda) are brought to the immediate attention of the public officers falling under their responsibility, including those officers who are on paid or unpaid leave either for family-friendly reasons or to work with other organisations”.

All line Managers are to ensure that members of staff under their responsibility signify that they have seen a copy of the circular.

Joseph Micallef
Director HR