



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/160/2014

From: Joseph Micallef, Director

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

Subject: Call for Applications for the Post of Technical Officer (Design & Technology) in State Colleges in the DES within the Ministry for Education & Employment to serve in Malta

Date: 27th November 2014

Please bring the attached call for applications to the notice of all concerned. Closing date is **noon (Central European Time) of Thursday 18th December 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 (MEDE)