



MALTA

## LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/ 164/2014

Date: 11<sup>th</sup> December 2014

From: Joseph Micallef, Director HR

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

Subject: Skills Profiling Exercise

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The Ministry for Education and Employment is assisting Public Administration Human Resources Office (PAHRO) to ensure that all employees have an updated skills profile.

Consequently, **all** officers who had previously completed the Skills Profiling Questionnaire are kindly being directed to bring to the attention of PAHRO any updates. Generally speaking such updates are in respect of *Grade, Position, Qualification, Awarding Institution, and Training Undertaken*. All updates are to be submitted via email on [skills\\_profile.opm@gov.mt](mailto:skills_profile.opm@gov.mt) by including *Name, Surname, ID Card No., Grade* and any updates. **NIL Returns** are also requested where there are no updates to report.

**All** other officers who have never completed the Skills Profiling Questionnaire are kindly required to fill in the attached Questionnaire and to submit it via email on [skills\\_profile.opm@gov.mt](mailto:skills_profile.opm@gov.mt).

Line Managers are to provide assistance to officers who find difficulty in completing the Questionnaire.

It is expected that **all** officers comply by **Wednesday 31<sup>st</sup> December 2014**. It is pertinent to point out that PAHRO will consider suspending the payment of allowances to those employees who fail to comply and discrepancies are noted between their present grade/position/qualification/s held and the allowance/s being paid.

Since it is understood that this exercise is in the interest of each public officer and of the Public Service at large the co-operation of all officers is solicited. In case of difficulty, officers may contact Ms Dorielle Vella and Ms Melanie Borg on telephone numbers 22001043, 22001050 or by email on [skills\\_profile.opm@gov.mt](mailto:skills_profile.opm@gov.mt).

**Joseph Micallef**  
**Director HR (MEDE)**