

MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF ASSISTANT MANAGER (PROCUREMENT) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education and Employment invites applications for the post of Assistant Manager (Procurement) in the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 During the probationary/trial period, appointees must successfully complete a training course organised by the Institute of Public Services for officers performing duties in Procurement (at MQF Level 4), within one (1) year of their date of appointment, in order to be eligible for confirmation of appointment. Therefore, officers engaged who would not have obtained this certification within the probationary period of six (6) months, will be given a onetime extension of their probationary period of six (6) months to successfully obtain this certification.

2.4 The salary for the post of Assistant Manager (Procurement) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2020 is equivalent to, €18,142 per annum, rising by annual increments of €354 up to a maximum of €20,266.

2.5 An Assistant Manager (Procurement) in Salary Scale 12 will progress to Scale 11, which in the year 2020 is equivalent to €19,350 per annum, rising by annual increments of €375.17 up to a maximum of €21,601, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b), in not more than two (2) years from the date of appointment, failure of which, appointment would be relinquished.

2.6 An Assistant Manager (Procurement) who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which will progress to Scale 10 (€20,603 x €407.67- €23,049) in the year 2020 on completion of 3 years service in the grade, in Salary Scale 11, subject to satisfactory performance.

2.7 On being appointed, a successful candidate would be requested to renounce to other applications currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to applications for Assistant Director calls.

2.8 Lateral applications by public officers who already hold an appointment in the same grade/position being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

- a. Applicants within the Managerial/Officer/Practitioners streams must have served in their current post, and if appointed are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.
- b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.9 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere

in Procurement, subject to availability of vacancies and the exigencies of management.

2.10 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for this post Assistant Manager (Procurement) may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; **or**
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the English and Maltese Language ;
- iii. a. in possession of a recognized Diploma (MQF Level 4), in Procurement or Business or Finance or a recognized comparable qualification; or
- b. in possession of a recognized qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement or Business or Finance or a comparable professional qualification; or
- c. in possession of two (2) subjects at Advanced level, one of which must include a pass in one of the following subjects, Accounts or Economics or Physics or Computing/ICT or Marketing or Pure Mathematics or Mathematics and three (3) subjects at Intermediate Matriculation Level, one of which must include a pass in one of the following subjects, Accounts or Economics or Physics or Computing/ICT or Marketing or Pure Mathematics or Mathematics or a recognised comparable qualification.

Public Officers applying for this post must be confirmed in their current appointment.

Successful candidates who are in possession of a recognised MQF Level 4, (Diploma or two subjects at Advanced level and three subjects at Intermediate Matriculation level, or a recognised comparable qualification) in the areas highlighted in 4.1 (iii) (a) to (c), shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised qualification in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, failure of which they would relinquish their appointment. Upon possession of a relevant MQF Level 5 in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for

Qualified Personnel'.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained or have not yet been approved for the qualification specified in paragraph 4.1 (iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would qualify for such requisites by the 31st October 2020. If selected, such candidates must produce the requisites indicated in paragraph 4.1 before appointment. If the deadline is not met, the employment will be terminated.

4.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal <https://edurecruitment.gov.mt/>.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection procedure

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address <https://edurecruitment.gov.mt/>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct not later than one month from the date of application as applicable which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 13.30hrs (Central European Time) of Monday, 24th August, 2020. A computer-generated email will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone numbers 153. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their

application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>) These general provisions are to be regarded as an integral part of this call for applications.