

MEDE 616/2016

HR MEDE Circular Nos. 29/2016

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 9th September 2016

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

**FILLING OF VACANT POSITION OF ASSISTANT DIRECTOR (PROCUREMENT) IN THE
MINISTRY FOR EDUCATION AND EMPLOYMENT**

1. The Permanent Secretary, Ministry for Education and Employment notifies that it is intended to fill the following vacant position of Assistant Director:

Position: Assistant Director (Procurement)

Directorate: Operations (MEDE)

2. The position of Assistant Director in the Public Service is a Category A position and appointments to this position will be made on the basis of a three-year Performance Agreement, which is subject to a one-year probationary period. The position of Assistant Director is remunerated at the maximum point of salary scale 5, and includes a performance bonus of up to 15%, which entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position. The appointee will also be entitled to a communication allowance and expense allowance. The appointee will not be entitled to any other perquisites pertaining to an appointment to a Headship position.
3. Officers who serve creditably as Assistant Director for more than four years will be entitled to indefinite status as Officer in Scale 5, whilst retaining their Performance Agreement for the duration they continue to serve as Assistant Director.
 - 3.1 In cases of retirement or boarding out, officers shall be pensioned off on their current salary within Scale 5, subject to creditable performance. This provided that the officer in question has served for at least one year of their second term i.e. four years in all. If they retire before the four-year period, they will be pensioned off on the next higher scale to their substantive scale.
 - 3.2 If a selected candidate is a public officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on his/her substantive grade and salary scale.

4. Officers appointed Assistant Director on a Performance Agreement may, subject to creditable performance, be re-appointed to the same position or appointed to another Assistant Director position for successive three-year periods. Unless so appointed, they will revert to their substantive grade and be assigned duties commensurate with their grade. Officers who do not hold a substantive grade or Officer in Scale status with the Public Service will have their employment with the Malta Public Service terminated in the eventuality that their Performance Agreement is terminated before attaining indefinite status as Officer in Scale 5.
5. Applicants are reminded that they may be re-deployed to a different Assistant Director position across the Public Service, or be re-designated, according to the exigencies of the Service, both during the original term of appointment, as well as after re-appointment in terms of paragraph 4 above.
- 6.1 Applications will be received from public officers in the Malta Public Service who, on the closing date of applications, are:-
 - (a) in possession of a recognised qualification at MQF level 7 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent, with regard to programmes commencing as from October 2008) in Management or Public Administration/Policy or Legal Studies/Law or Business/Banking/Finance/Commerce or a pertinent area, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service; Or
 - (b) in possession of a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVETS credits or equivalent, with regard to programmes commencing as from October 2003) in Management or Public Administration/Policy or Legal Studies/Law or Business/Banking/Finance/Commerce or a pertinent area, plus five (5) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service; Or
 - (c) Public Officers in scale 7 or higher, whose appointment has been confirmed, with eight (8) years relevant work experience of which one (1) must be in a management position comparable to scale 8 level or higher in the Public Service; Or
 - (d) Public Officers in scale 7 or higher with four years consecutive service¹ at scale 7 level or higher²; Or
 - (e) Public Officers whose appointment as Senior Principal has been confirmed; Or
 - (f) Public Officers whose appointment in a substantive grade in scale 7 or higher has been confirmed, with two (2) years service in such grade.

¹ Family-friendly measures which are considered 'service in the grade' as per section 1.3.16.4 of the PSMC will be reckonable for the purpose of the four-year requirement

² In all cases, applicants must have attained scale 7 or higher by means of an appointment through the Public Service Commission

7. Copies of the position description in respect of this position may be obtained from the education website <http://education.gov.mt/en/vacancies.aspx>.
8. Eligible officers may apply for this position provided they have not already been approved for appointment as Assistant Director. However, if an officer who has been approved for appointment as Assistant Director is, in the meantime, selected to fill another position for which he/she had applied prior to his/her appointment date as Assistant Director, the officer will be given the option to choose which of the two or more positions he/she wishes to take up.
9. Incumbents in the position of Assistant Director may apply for their own or other position:
 - (a) In the case of applying for their own Assistant Director position, any time the relevant call for applications is published;
 - (b) In the case of applying for other positions for promotion purposes, after having successfully completed the probationary period as Assistant Director and having been confirmed in the position;
 - (c) In the case of applying for another Assistant Director position or any other position or post:
 - (i) Six months prior to the expiry date of the current Performance Agreement, on condition that the incumbent does not take up the new position/post before the expiry of the current Performance Agreement. This unless the incumbent is applying for a post on a notional basis;
 - (ii) Any time if an Assistant Director vacancy existed in the Ministry where s/he was serving prior to his/her appointment as Assistant Director, but was not advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where s/he was serving in his/her previous grade/position;
 - (iii) Any time where the officer concerned is an Assistant Director ordinarily resident in Gozo but serving in Malta, and is applying to fill a vacant Assistant Director position in Gozo.
- 10.1 Assistant Directors are entitled to avail themselves of a period of up to four (4) months unpaid parental leave on the grounds of birth, adoption, fostering or legal custody of a child to enable them to take care of that child until the child has attained the age of eight years, and the Assistant Directorship need not be terminated. Unpaid parental leave may be availed of in respect of each child. Any period taken as unpaid parental leave will be reckonable as forming part of the four creditable years in the position of Assistant Director required for indefinite status as Officer in Scale 5.
- 10.2 Officers who utilize any other form of unpaid leave will have their agreement as Assistant Directors terminated. However, the years of service as Assistant Director prior to unpaid leave shall be reckonable for the attainment of indefinite status as Officer in Scale 5, should they be selected for another Assistant Director position,

subject that breaks between the respective Assistant Director appointments do not exceed (i) six months in the case of officers not holding a concurrent indefinite employment with the Public Service; or (ii) three months in the case of officers holding a concurrent indefinite employment with the Public Service.

11. The selection process, in the form of an interview, will be conducted by a Selection Board appointed in terms of the PSC (Appointments) Regulations.
12. The Selection Board will assess applicants' suitability and competence for appointment to this senior management position as Assistant Director in the Malta Public Service in terms of the established selection criteria including Intellectual Ability, Leadership Skills, Management Skills and Position Related Requirements. A schedule of assessment criteria and weightings for the selection process has been established to ensure uniformity of approach as well as a fair assessment of candidates. A copy of this schedule is attached to this Circular.
13. The Director (Corporate Services) is to make available to the Selection Board copies of the three performance appraisals immediately prior to application in respect of candidates being interviewed. In the case of candidates in respect of whom performance appraisals are not available, the competent Head of Department will make out a Performance Report on similar lines. Such reports will be counter-signed by the officer concerned. The Selection Board may also consult with the Head of that Department where the vacant position is located prior to finalising its report.
14. The selection board result is valid for a period of one year from the date of issue.
15. If the appointed officer makes a lateral move in accordance with the provisions of paragraph 9 of this Circular, refuses, abandons, retires, is medically boarded out or has his Performance Agreement terminated before the expiry of the validity period of the selection board result, the next-in-line successful candidate may be appointed to fill the position.
16. Representations on issues of ineligibility may be made by candidates to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Such representations, in writing, are to reach the Commission within five (5) working days from the date on which the candidate is informed by the Selection Board that s/he is not eligible.
17. The results of the interviews will be sent personally to the candidates by the Department/Division/Directorate which is issuing the call for applications. Petitions objecting to the result are to be submitted to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Petitions are to reach the Commission within ten (10) working days from the date on which the result is sent to the candidates.
- 18.1 Applications, together with an updated Service and Leave Record Form in the case of Public Officers, (GP 47) and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt>

by not later than (Central European Time) **noon of Monday 26th September 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

- 18.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.
- 18.3 MEDE employees only, excluding entities are to apply for the GP 47 by sending an e-mail to records.mede@gov.mt, indicating clearly the applicant's full name & surname, ID number, Grade, telephone numbers & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.
- 19 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be preferably scanned and uploaded through the Education Recruitment Portal on: <https://edurecruitment.gov.mt> or sent separately to the receiving Ministry by not later than ten (10) working days from the closing date. Originals are to be invariably produced for verification at the interview.
- 20 Prospective applicants should note the provisions regarding the requirement to produce recognition statements from MQRIC in respect of their qualifications, or from other designated authorities as applicable, which provisions may be accessed from the website of the Public Administration HR Office at the address: <http://www.pahro.gov.mt/file.aspx?f=359>.