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

POST OF TRAINEE MANAGER I / MANAGER I (ACCOUNTING AND FINANCE) 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 Educations Regulations 2016) in its recruitment process.

1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Trainee Manager I / Manager I (Accounting and Finance) within the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) 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 The salary for the post of Trainee Manager I (Accounting and Finance) is Salary Scale 10, which in year 2020 is €20,603 per annum, rising by annual increments of €407.67 up to a maximum of €23,049.

2.4 A Manager I (Accounting and Finance) will progress to Salary Scale 9 (€21,933 x €447.33 - €24,617 in 2020) on completion of two (2) years service in the grade in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I (Accounting and Finance) will progress to Salary Scale 8 (€23,358 x €486.83 - €26,279 in 2020) on completion of five (5) years service in the grade in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I (Accounting and Finance) will progress to Salary Scale 7 (€24,894 x €531.17 - €28,081 in 2020) on completion of three (3) years service in the grade in Salary Scale 8, subject to satisfactory performance.
2.7 Selected candidates will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration’s policies in force from time to time.

   a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Management Stream for Qualified Personnel.

2.8 A Trainee Manager I (Accounting and Finance) shall not be entitled to the conditions and benefits enlisted in 2.4 to 2.7 (a) until the Officer attains or has proof of confirmation of the qualification required for the post of Manager I (Accounting and Finance) as indicated in 4.1 (iii). If this is not confirmed by the 31st October, 2020 the post will be automatically terminated.

2.9 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 SAAC calls (including Assistant Directors).

2.10 Lateral applications by public officers who already hold an appointment in the same grade 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. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applications for SAAC calls (including Assistant Directors).

2.11 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 the area of Accounting and Finance, subject to availability of vacancies and the exigencies of management.

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

Duties

3. The duties of Trainee Manager I / Manager I (Accounting and Finance) include:

   i. responsibility for the timely and correct processing of fiscal and financial transactions, recording, tracking and reconciliation;

   ii. responsibility for the correctness of basic book keeping and other accounting documents. This includes performing work on the bank reconciliation process of the Public Account. This includes performing duties related to the Government’s transition to accrual accounting;

   iii. responsibility for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;

   iv. responsibility for the maintenance and control of accounts, such as below-the-line accounts and votes among others. Also assessing virements within Votes as well as requests for additional funding;

   v. coordinating the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;

   vi. contributing to Budget planning and control, including contribution in the compilation of the Business and Financial Plan;

   vii. assessing budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the next following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;

   viii. contributing to the compilation of publications, coordination of reviews, audits and inspections. This may include participating in, authorising and supervising field inspections and spot checks;
ix. contributing towards the interpretation of final accounts and participating in value for money analysis and reviews;

tax. contributing to and assisting in the compilation of various reports, which may stem from internal, national or international requirements. Examples of such reports are cashflow reports, the Financial Report, Malta's Deficit and Debt (Fiscal) Report, reports for the compilation of Financial and non-Financial Accounts, quarterly and annual statutory statements, and so on;

xi. contributing to project development and implementation including delegated processes, such as the implementation and maintenance of the new Corporate Financial Management Solution (CFMS) among others, as well as to the identification of process improvements for simplification, innovation and added value;

xii. assisting Senior Management in the preparation of Malta’s budgetary position, the calculation and assessment of Malta’s and other Member States’ budgetary allocations, as well as in the preparation of briefs for high level and other meetings;

xiii. representing the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups;

xiv. representing the Department or Ministry in any legal proceedings as required and ensuring the correctness and relevance of documentation;

xv. keeping abreast with accounting standards, financial legislation and Government policies. Also keeping abreast with accounting systems, procedures and applications, and following training as directed. This includes ensuring that any updates are disseminated to staff under his supervision;

xvi. contributing towards the formulation and updating of policies of a financial nature as directed. This includes carrying out research and formulating informed recommendations to Senior Management, developing training material for use within a Department or beyond and training staff under his supervision;

xvii. providing technical input on the transposition of EU legislation into Maltese legislation as requested;

xviii. liaising with internal and external stakeholders. This includes acting as a point of reference to staff under his responsibility while bringing matters to the attention of Senior Management as necessary, as well as providing assistance and support to clients;

xix. carrying out supervising duties and providing hands-on assistance as required, with regards to day-to-day operations including replies to Parliamentary Questions, the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases and statistical data;

xx. implementing yearly objectives and measurable metrics related to Students’ Maintenance Grants (SMG) section;

xxi. vetting of students’ stipends and maintenance grants applications including Supplementary Maintenance Grant and payment thereof;

xxii. providing accurate and timely reporting on the financial activity of payments to students’ payments for Summer Opportunities Schemes and reimbursement for Compulsory students’ placements;

xxiii. sending out payment reminders (emails, letters, etc) to students’ and follow up refund of overpayments, as appropriate;

xxiv. assisting in the submission and processing of the Malta Government Undergraduate Scheme applications and the Summer Work Opportunities Scheme applications, and payment thereof;

xxv. any other duties as directed by the Director, the Director General and the Permanent Secretary, and;

xxvi. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.
Eligibility Requirements

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

Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, who are confirmed in their current appointment. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

AND

a. in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003), in Accountancy or Business Administration or Business Management or Economics or Banking and Finance or ACCA or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1(a) 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 aforementioned 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 (a) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October, 2020. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the selected candidates will be disqualified from the result.

4.4 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 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 Documents

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 edurecruitment 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 4.3, 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 [http://edurecruitment.gov.mt](http://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), 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.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid/unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the Director responsible for People Management of the ministry where they are performing duties, that they are officially performing duties in such ministry.

The closing date of the receipt of applications is noon (Central European Time) of Monday, 9th March 2020.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 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 later, to submit any incorrect or incomplete documents.

7.3 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.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

**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;
- 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 & Standards Division at the address [https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx](https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx)

These general provisions are to be regarded as an integral part of this call for application.

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment