SF/GF/2367/2026

Circular No. HR/OPM 40/2026

Office of the Prime Minister
Auberge de Castille
Valletta

Date: 30th October, 2026

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

Post of Manager II in the Document Management Directorate within the Office of the Prime Minister

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Human Resources), Office of the Prime Minister, invites applications for the post of Manager II in the Document Management Directorate within the Coordination and Implementation Division in the Office of the Prime Minister.

Terms and Conditions

2.1 This appointment is subject to a probationary/trial 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 Manager II is Salary Scale 7, which in the year 2026 is €32,158.00 per annum, rising by annual increments of €531.17 up to a maximum of €35,345.02.

2.4 A Manager II in Salary Scale 7 who are in a possession of a recognised Masters Degree at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent*) will progress to Salary Scale 6 (€33,931.02 x €596.33 - €37,509.00 in 2026) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

*A recognised Masters qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

2.5 A Manager II in Salary Scale 7 who are in a possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) will progress to Salary Scale 6 (€33,931.02 x €596.33 - €37,509.00 in 2026) on completion of six (6) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

*A recognised comparable Bachelor's Qualification , as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

2.6 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance, and a payment of an annual class allowance of €2,000, subject to Central Administration's policies in force from time to time.

2.7 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 their own request to carry out duties elsewhere , in accordance with established vacancies.

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

2.9 In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available here).

Duties

3. The job duties for the post of Manager II 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: Public Officers, or Public Sector employees seconded with the Malta Public Service, or RSSL employees. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

In addition applicants must be:

(i) proficient in the Maltese and English languages;

AND

(ii) in possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent*) in Archives and Records Management or Business Administration or Public Administration or Project Management or in relevant area as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

OR

(iii) in possession of a recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in Archives and Records Management or Business Administration or Public Administration or Project Management or in relevant areas as determined by Management and eight (8) years of relevant satisfactory management experience.

*A recognised comparable Bachelor's Qualification , as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-

2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

Short courses leading to awards, as distinct from qualifications, do not have the required number of ECTS credits at the respective MQF level and, hence, will not be considered for eligibility purposes.

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. 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).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 or else as in paragraph 3.1 of the general provisions https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf will still be considered provided that they submit evidence that they the are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, revoked.

Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.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, for the attention of the Human Resources Section, Human Resources Directorate, Office of the Prime Minister, through the Online Government Recruitment Porta**lonly** at the following address: https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by the applicant and the employment history).The closing date of the receipt of applications is **5.15** pm (Central European Time) of Friday, 13th November, 2026. A computer-generated e-mail will be sent as an acknowledgement of the application. 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 moment 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 and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other general provisions

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

- applicable benefits, conditions and rules/regulations;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- 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 address https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf or may be obtained from the Human Resources Section, Human Resources Directorate, Office of the Prime Minister, Auberge de Castille, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the Directorate are http://www.opm.gov.mt and human-resources.opm@gov.mt .

Joanne Falzon
Director (Human Resources)
Office of the Prime Minister