HR/MAL/07/2026

Circular No. HR/MAL/07/2026

Ministry for Accommodation and Lands
Corporate Services Directorate
Palazzo Lucia
Merchant Street
Valleta, VLT 1173

Date: 30th October 2026

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

Post of Assistant Foreman in the Ministry for Accommodation and Lands

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Accommodation and Lands invites applications for the post of Assistant Foreman in the Ministry for Accommodation and Lands.

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 successfuly 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 Assistant Foreman is Salary Scale 12, which in the year 2026 is equivalent to, €23,816 per annum, rising by annual increments of €354 up to a maximum of €25,940.

2.4 Appointees will also be entitled to the payment of an annual class allowance of €1,500.

2.5 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 Assistant Foreman 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 in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations.

In addition applicants must be:

(i) able to communicate in the Maltese and English languages in order to sufficiently and adequately carry out the duties applied for;

AND

Public officers must be confirmed in their current appointment or in their previous appointment within the same stream, provided all other eligibility requirements are satisfied. Such public officers must be in, or have held, the grade of: -

(ii) in the grade of Supervisor or 'Other Industrial Grades'

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 may apply for a lower grade even if not confirmed in their current appointment..

4.2 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, the requisite eligibility level required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of “service in the grade” as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

Submission of Supporting Documents

5.1Qualifications 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 Permanent Secretary, Ministry for Accommodation and Lands through the Online Government Recruitment Portal **only** on 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 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 These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department/Division/Directorate are Accommodation.gov.mt and Hr.mal@gov.mt

Mr Ramon Deguara
Permanent Secretary
Ministry for Accommodation and Lands