

Ministry for Active Ageing
46 Level 5, Palazzo Spinola
St Christopher Street
Valletta VLT 1464

Date: 28th July 2023

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

Position of Fire Team Officer in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry of Active Ageing invites applications for the position of Fire Team Officer in the Ministry for Active Ageing.

Duration of assignment and Conditions

2.1 A selected candidate will be appointed in the position of Fire Team Officer in the Ministry for Active Ageing.

2.2 The position of Fire Team Officer is subject to a probationary period of six (6) months.

2.3 If a selected applicant is an employee from an organisation in the wider Public Sector, he/she must make his/her own arrangements to be released to the Ministry for Active Ageing.

2.4 Accepting appointment in this position signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

2.5 The selected applicants are obliged to maintain their physical fitness to carry out the range of duties attached to this position. Management may conduct physical tests as required.

2.6 During the probationary period, training must be successfully completed. The different phases of training including inhouse training, basic and advanced training organised by the Civil Protection Department and any other training as stipulated by the Ministry must be successfully completed to be confirmed in the position.

Salary pegged to the position

3. The Salary attached to the position of Fire Team Officer is Salary Scale 12 which in the year 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354 up to a maximum of €22,394.04.

Duties

4. The job duties for the position of Fire team Officer may be viewed in Annex A attached to this Circular.

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service, Public Officers in the Malta Public Service who are on loan/detailed with/deployed with/on attachment to Public Sector Organisations and Public Sector employees in the wider Public Sector:

a) In a Salary Scale not below Scale 16 and up to Scale 12 in the Public Service, or in a comparable level of responsibility within RSSL or Public Sector entity.

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. Reversion to previous unconfirmed appointment is not possible.

5.2 To determine the comparable level of responsibility of Public Sector 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.

5.3 The current arrangement, whereby Public Sector employees seconded with 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 position, subject to the consent of the entity.

RSSL employees selected for this position will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period

5.4 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1, have proven relevant work experience in a hospital setting.

5.5 Preference will be given to candidates who have proven experience in fire fighting and/or have undergone training in the field of fire fighting.

5.6 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

5.8 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

6.1 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 on <https://recruitment.gov.mt>.

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Active Ageing, through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. Whilst in the case of Public Sector employees seconded with the Public Service and RSSL employees, the HR Unit of the ministry /department issuing the call for application must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action 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 seconded with the Public Service, the HR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry. The closing date of the receipt of applications is 13:30 hrs (Central European Summer Time) of Friday, 11th August, 2023. 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.

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

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

8.4 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 latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. 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://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Ministry for Active Ageing. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and e-mail address of the receiving Department/Division/Directorate are mfaa.gov.mt, and hr.mfaa@gov.mt.

Christine Schembri
Permanent Secretary
Ministry of Active Ageing