

Office of the Prime Minister

POST OF SENIOR MANAGER (TRANSPORT AND LOGISTICS) IN THE OFFICE OF THE PRIME MINISTER

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Finance and Administration), Office of the Prime Minister invites applications for the post of Senior Manager (Transport and Logistics) in the Office of the Prime Minister.

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 Public Service to be eligible for confirmation of appointment.

2.3 The salary for the post of Senior Manager (Transport and Logistics) is Salary Scale 5, which in year 2020 is €28,326 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.

2.4 Selected candidates will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.5 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).

2.6 Lateral applications by public officers who already hold an appointment in the same grade/position 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.

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 own request to carry out duties elsewhere in Transport and Logistics, subject to availability of vacancies and the exigencies of management.

- 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).

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

Duties

3. The duties of Senior Manager (Transport and Logistics) include:

- i. To manage and advise the Director (Finance and Administration) on logistical support and transport;
- ii. Assisting and advising the Director (Finance and Administration) with regard to the upkeep and maintenance of movable and immovable assets at the Office of the Prime Minister, including buildings falling within the remit of the Office of the Prime Minister;
- iii. Assist the Director (Finance and Administration) with major projects within the Office of the Prime Minister and maintain close liaison with other Ministries where planning and implementation of such projects are concerned;

- iv. Drafting of contracts with contractors for services provided for the administered premises, as well as managing a service programme for lifts, glass doors and air conditioners at the Office of the Prime Minister;
- v. Ensuring compliance with the Health and Safety Regulations within the Office of the Prime Minister, and assisting the Director (Finance and Administration) on all matters related to the Occupational Health and Safety within the Finance and Administration Directorate;
- vi. Managing the fleet of cars at the Office of the Prime Minister with the concept of moving towards a greener environment, and upholding close liaison with the Ministry for Finance and Financial Services, whilst ensuring proper maintenance and other requirements with regards to the fleet of vehicles, including the leasing/hiring of vehicles, and compliance to the Fleetweb system;
- vii. Assisting in the procurement needs and requirements of the respective department;
- viii. Assisting and supervising the Access Control Systems operated within the Office of the Prime Minister;
- ix. Providing support regarding the hosting of State functions and other official activities;
- x. Updating the Departmental Inventory Database of the Finance and Administration Directorate and other areas as directed by the Director (Finance and Administration);
- xi. Handling the messengerial, cleaning, and maintenance sections within the Office of the Prime Minister and managing the reception area at the Auberge de Castille, ensuring the required level of service is being provided;
- xii. Administering the parking areas under the Office of the Prime Minister 's remit;
- xiii. Close supervision of the Registry Section within the Office of the Prime Minister, ensuring effective and efficient operations, whilst providing direct oversight to Registry personnel, where necessary;
- xiv. Supervising and liaising with the Officer in Charge Registry and the Records Officer assigned to the Office of the Prime Minister on matters pertaining to the Registry Section;
- xv. Ensuring the successful implementation of the file retention policy within the Registry Section;
- xvi. Representing the Director (Finance and Administration) in committees and other meetings as necessary;
- xvii. Assisting and collaborating with the Director (Finance and Administration) or his/her superiors in any other administrative duties as necessary; and
- xviii. Carrying out 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:

- i. a. citizens of Malta; or
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in Maltese and English language;

AND

- iii. in possession of a recognized Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Statistics or Geographical Information Systems (GIS) or Geography or Quality Assurance Management or Marketing or Spatial Training or Risk Management or a comparable professional qualification;

AND

- iv. with five (5) years' management experience in Salary Scale 7 or comparable. Any other Managerial experience the employee may possess may be considered by the Administration, which experience must be duly sustained with relevant evidence.

Public Officers applying for this post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (iii) 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 recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 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.

4.5 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 documentation

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 Recruitment Portal on <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 - 4.4, have proven relevant work experience.

Submission of applications

7. Applications are to be submitted, for the attention of the Human Resources Branch, Finance and Administration Directorate, Office of the Prime Minister, 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 applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **noon (Central European Time) of Monday, 23rd March 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

7.1 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.

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;
- 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 website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Human Resources Branch, Finance and Administration 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 e-mail address of the receiving Directorate are <http://www.opm.gov.mt> and human-resources.opm@gov.mt.