

Ministry for the Environment, Sustainable Development and Climate Change

POST OF MANAGER II (COMMUNICATIONS) IN THE MINISTRY FOR THE ENVIRONMENT, SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (Operations), on behalf of the Permanent Secretary, Ministry for the Environment, Sustainable Development and Climate Change invites applications for the post of Manager II (Communications) in the Ministry for the Environment, Sustainable Development and Climate Change.

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 Manager II (Communications) is Salary Scale 7, which in year 2019 is €24,153 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.

2.4 A Manager II will progress to Salary Scale 6 (€25,779 x €596.33 - €29,357 in 2019) on completion of three (3) years service in the grade, subject to satisfactory performance.

2.5 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.

2.6 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).

2.7 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).

2.8 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 Communications, subject to availability of vacancies and the exigencies of management.

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

Duties

3. The duties of Manager II (Communications) include:

- i. providing all the necessary support to the Head of the Strategic Communications Unit within the MESDC;
- ii. representing the Head of the Strategic Communications Unit in meetings, conferences and seminars held both locally and abroad;
- iii. being responsible for the branding and promotion of a proper image of the Ministry's remit;
- iv. organising and coordinating meetings, conferences, events and other important activities;

- v. being creative in suggesting themes and innovative ideas;
- vi. overseeing and planning events from the time that the initial idea is conceived to the events' last detail;
- vii. planning event logistics and other requirements related to conferences/events, including venues, transport and other supplies;
- viii. advising and providing direct input in the drafting of event programmes and ensuring the execution of deliverables;
- ix. giving all the necessary support to the Head of Unit in the provision of facilities required during National and International events;
- x. providing advice, as well as assisting the Head of Unit in official activities of the Ministry;
- xi. any other duties according to the exigencies of the Ministry as directed by the Permanent Secretary;
- xii. performing 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 the Maltese and English languages;

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 Marketing or Communications or a comparable professional qualification.

Public Officers applying for the 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 one hundred per cent (100%) and the pass mark is fifty per cent (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 Director, Human Resources, Ministry for the Environment, Sustainable Development and Climate Change, 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 Wednesday, 8th January 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 Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Sustainable Development and Climate Change, 6, Qormi Road, Sta Venera, SVR 1301. 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 <http://www.environment.gov.mt> and humanresources.mesdc@gov.mt.