

Office of the Prime Minister

Post of IAID Junior Executive (Compliance and Risk) in the Internal Audit and Investigations Department within the Cabinet Office 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 IAID Junior Executive (Compliance and Risk) in the Internal Audit and Investigations Department, within the Cabinet Office, 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 The salary for the post of IAID Junior Executive (Compliance and Risk) is Salary Scale 9, which in the year 2024 is equivalent to €25,589.02 per annum, rising by annual increments of €447.33 up to a maximum of €28,273.00.

2.3 An IAID Junior Executive (Compliance and Risk) will progress to Salary Scale 8 (€27,179.02 x €486.83 - €30,100.00 in the year 2024) on completion of four (4) years service in Salary Scale 9, subject to satisfactory performance with the respective job description as updated from time to time.

2.4 An IAID Junior Executive (Compliance and Risk) will be progress to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00) on completion of four (4) years service in Salary Scale 8, subject to satisfactory performance with the respective job description as updated from time to time.

2.5 A selected candidate will also be entitled to:

- i. A performance bonus of up to 10% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time. The selected candidate who progresses to the post of IAID Junior Executive (Compliance and Risk) in Salary Scale 7 in terms of para. 2.4 will be entitled to a performance bonus of up to 15% of the basic salary as from 1st January 2025 subject to satisfactory performance and subject to Central Administration's policies in force from time to time.
- ii. In view of the special nature of the duties involved, the selected candidate may also be entitled to a disturbance allowance of 15% of the basic salary for any disturbance and/or work performed regularly after office hours, and/or duties of an extraordinary nature undertaken beyond office hours, as may be required by Management and subject to the approval of DG (IAID). The allowance may be increased up to 25% of the basic salary in exceptional circumstances and on the prior approval of the Secretary to Cabinet, Cabinet Office, within the Office of the Prime Minister. The disturbance allowance is payable on a four-weekly basis and the selected person is not entitled to overtime.
- iii. A pro-rata responsibility allowance flat at 25% of the respective salary scale.
- iv. A supplementary allowance of 10% of the respective salary scale for the first three (3) years of service within the IAID. This allowance will be increased to 25% of the respective salary scale after more than three (3) years within the IAID.

2.6. Appointees will be entitled to such other benefits and subject to such other conditions and obligations as stipulated in the pertinent sectorial agreement between the Government of Malta and the competent Union.

2.7 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.8 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 IAID Junior Executive (Compliance and Risk) 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:

- 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"; **or**
- f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity 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 or English language;
- iii. (a) in possession of a recognised Bachelor's Degree qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Management Studies or Business Studies or Accountancy or Auditing or Public Policy or Commerce or Economics or Risk Management or Statistics or Banking and Finance or Procurement or Public Projects or Public Sector Accounting;

OR

(b) in possession of a recognised comparable professional qualification at MQF Level 6 in Management Studies or Business Studies or Accountancy or Auditing or Public Policy or Commerce or Economics or Risk Management or Statistics or Banking and Finance or Procurement or Public Projects or Public Sector Accounting.

*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable, is only subject to an MQRIC formal recognition statement submitted with the application.

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) Furthermore, candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iii) (a) or 4.1 (iii) (b), or else as indicated in paragraph 3.1 of the general provisions https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) 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/ECVET 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 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.

4.4 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, what is 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

5.1 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 - 4.4, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, through the Online Government Recruitment Portal only 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 applicant and the employment history). The closing date of the receipt of applications is 1.30 pm (Central European Time) of Monday, 19th August, 2024. A computer-generated email 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://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf or may be obtained from the People Management Section, 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-resource.opm@gov.mt.