

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

POST OF ASSISTANCE AND RESCUE OFFICER IN THE CIVIL PROTECTION DEPARTMENT IN THE MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement invites applications for the post of Assistance and Rescue Officers in the Ministry for Home Affairs, National Security and Law Enforcement.

Terms and Conditions

2.1 This appointment is subject to a probationary period of two (2) years .

2.2 The salary for the post of Assistance and Rescue Officer is Salary Scale 14, which in the year 2022 is equivalent to, €16,865 per annum, rising by annual increments of €316.83 up to a maximum of €18,766.

2.3 An Assistance and Rescue Officer will progress to Scale 13 (€18,074x €335.50 - €20,087) on completion of five (5) years service in the grade and will further progress to Salary Scale 12 on completion of a further three (3) years' service in Salary Scale 13. Furthermore, an Assistance and Rescue Officer (Salary Scale 12) will further progress to Assistance and Rescue Officer (Salary Scale 11) following the successful completion of four (4) years in the grade of Assistance and Rescue Officer (Salary Scale 12), subject to satisfactory performance.

2.4 Due to the nature of work, the post of Assistance and Rescue Officers also attracts allowances as specified in the Sectoral Agreement regulating the Conditions of Service for Officers serving within the Civil Protection Department Force.

2.5 During the time that the candidates are attending the course as Trainee Assistance and Rescue Officers, they will receive a salary commensurate to the entry point of Salary Scale 18 (€12,657) until they are sworn in as Probationary Assistance and Rescue Officers.

2.6 Assistance and Rescue Officers will be conditioned to a forty (40) hour week on a 24 hour shift basis over seven (7) days (Monday to Sunday) or any other roster as determined by the Director General of the Civil Protection Department. Hours worked in excess of 40 hours will be paid at overtime rates as per Sectoral Agreement when time-off-in-lieu cannot be given.

2.7 Lateral applications in the same grade from public officers are not allowed.

2.8 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Duties

3. The job duties for the post of Assistance and Rescue Officer 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 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. between eighteen (18) years of age by end April 2022 and must have not attained their thirty-ninth (39) birthday by the closing date of this call for applications. Any Member of the Civil Protection Volunteer Corps who is above thirty-nine (39) years of age may still be eligible for appointment as an officer in the Assistance and Rescue Force if he has been active in the Corps for at least two (2) years.
- iii. must be proficient in the Maltese and English Languages;
- iv. must be in possession of a pass (at least at Grade 5 or C or a comparable level) at MQF Level 3 in two subjects;
- v. be medically fit in all respects, physically and mentally to be able to perform all Assistance and Rescue duties;
- vi. be able to swim;
- vii. applications by candidates having tattoos and/or heavy body piercing and/or body modifications will be considered on a case-by-case basis, subject that such tattoos/piercing are covered by the uniform, and subject that contents of same tattoos is not offensive, racial etc.;
- viii. Public Officers applying for this post must be confirmed in their current appointment.

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

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question by end of August 2022.

(iii) Furthermore, 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

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

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 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.

4.8 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

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 (<https://recruitment.gov.mt>).

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

Selection Procedure

6. PART ONE - PRELIMINARY MEDICAL/ PHYSICAL EFFICIENCY TEST

6.1 Preliminary Medical Test;

6.2 Applicants will be subject to a Physical Efficiency Test to be held under a Selection Board appointed by the Director General of the Civil Protection Department, to ensure fitness to the Civil Protection Department Force

standards.

The minimum standards of the Physical Efficiency Test will comprise of the following three components:

	Males	Females
1 Mile Run	10 minutes	12 minutes
Push-Ups (repetitions)	15	10
Sit-Ups (repetitions)	25	20

6.3 Candidates must at least attain the minimum standard in each component of the Physical Efficiency Test to be considered as having gained a pass in the Physical Efficiency Test. Candidates who fail in one component will be allowed to re-sit that one particular component within two weeks from the first complete component.

6.4 Only candidates who pass in all the components of the physical test will proceed to the subsequent process.

6.5 Candidates who reach this level will be assessed for fear of heights, fear of darkness and fear for confined space. Candidates who fail this test are considered not fit for the job.

6.6 Candidates who pass the preliminary medical and physical test will then proceed with the Selective Interview.

7. PART TWO - SELECTIVE INTERVIEW

A selective interview designed to bring to the fore those personal qualities in a candidate, such as personality, alertness, intelligence, personal bearing, courtesy, common sense, etc., require of an Assistance and Rescue Officer as well as knowledge with regards to the Civil Protection Department and its duties.

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 1000 and the pass mark is 600.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.8, have proven relevant work experience.

7.3 Only candidates who pass in the Selective Interview may proceed to the Medical Test. The result of the Selective Interview will be considered as the final order of merit, which will remain valid for a period of two (2) years from the notification of the results.

8. MEDICAL TEST

Candidates who pass the selective interview will be called for a full Medical Test according to the Final Order of Merit and subject to the availability of vacancies. Candidates who fail in any part of the full medical test will not be allowed to proceed any further and commence the Training Course

9. TRAINING COURSE

Successful candidates in terms of paragraphs 6 - 8 above will, according to the order of merit obtained and subject to availability of vacancies, subsequently be required to undergo a full-time course of training of a duration of twenty (20) weeks with tests - including four (4) weeks of placement.

During the course of training, selected candidates will be known as Trainee Assistance and Rescue Officers (Salary Scale 18 - €12,657). Trainee Assistance and Rescue Officers will not be entitled to any vacation leave during their Training Course and will be subject to discipline.

Trainee Assistance and Rescue Officers admitted to the course, will be entitled to free issue of uniforms. They shall be required to perform practical duties, under supervision, which assignment would include night work and/or manual work as necessary.

The Training Course will include:

a) intense and advanced fire and rescue modules for applicants to obtain the required skills to work within the

Civil Protection Department;

b) modules include team building exercises followed by live scenario training. Applicants must show competency in fire and rescue skills and specialised specific training areas of hazardous materials, rope access, marine, sea and industrial fires and other incidents;

c) four weeks of work placement during the training period, to be conducted in all divisions of the Department of Civil Protection.

During the comprehensive course of training, the Trainee Assistance and Rescue Officers will be required to follow such study courses and sit for such examinations and other assessments as are laid down in the course of training, according to the course regulations. Trainees who repeatedly fail to reach the required standards may have their training terminated at any time.

The Director General of the Civil Protection Department can also terminate at any time the traineeship of a Trainee Assistance and Rescue Officer upon misbehaviour, bad attitude or lack of motivation.

The aforementioned comprehensive course will be held at the Academy for Disciplined Forces and/or in any other training institution as necessary.

On successful completion of the training a Certificate of Competence will be awarded to candidates.

Those who fail to reach the required standard will not be appointed Assistance and Rescue Officers and will have their traineeship terminated.

On successful completion of the course, a Trainee Assistance and Rescue Officer will be appointed Assistance and Rescue Officer in Salary Scale 14 as specified in the Sectoral Agreement regulating the Conditions of Service for Officers serving within the Civil Protection Department Force.

Submission of Applications

10.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement through the Online Government Recruitment Portal **only** on <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has 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 **17:15 hrs (Central European Time) of Monday 14th February, 2022**. 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.

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

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

10.4 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 later, to submit any incorrect or incomplete or missing documents.

Other General Provisions

11. 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://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Human Resources Office, CPD HQ, Ta' Kandja l/o Siġġiewi . 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 are www.civilprotection.gov.mt and civilprotection@gov.mt.