Ministry for Local Government and Public Works

Position of Executive Secretary in the Ministry for Local Government and Public Works

Nomenclatures denoting the male gender include also the female gender.

1. The Local Government Division (LGD) within the Ministry for Local Government and Public Works, wishes to identify suitable persons who could be recommended to fill the Position of Executive Secretary in Local/Regional Councils listed in 'Annex B'.

Duration of assignment and Conditions

2.1 Selected candidates will be recommended to a Council listed in 'Annex B', and if selected by the Council, will sign a three-year agreement as an Executive Secretary with the respective Council. Such agreement may be renewed for further periods, as required.

2.2 The position of Executive Secretary is subject to a probationary period of twelve (12) months.

2.3 The position of Executive Secretary is a position by Objective Reason in terms of Regulation 7(4) (e) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations". This being a position of a level of trust, which constitutes an objective reason in terms of the same Subsidiary Legislation.

2.4 An Executive Secretary who has proven relevant work experience, will on completion of four (4) years of successful service, in aggregate, as Executive Secretary, and subject to the consent of the Public Service Commission, be entitled to attain Officer in Grade status on a notional basis as indicated below.

2.5 An Executive Secretary shall benefit and be appointed as Officer in Grade after having satisfied paragraph 2.4 above. The Officer in Grade status should reflect the salary scale as indicated in sub paragraph 2.6 or 2.8 below as applicable.

2.6 Such officers shall be placed on a Salary Scale which is one scale lower than their current Salary Scale as detailed in their position however on the same salary step currently enjoyed.

2.7 Subject to adherence to these provisions, appointees as Officer in Grade shall, unless occupying an equivalent or higher position, be obliged to carry out duties as indicated by Management from time to time at the respective level of responsibility commensurate with the salary scale, they are pegged to. Moreover, as Officers in Grade, they shall no longer benefit from any allowance/s that emanate from the working conditions established for Executive Secretaries as applicable from time to time, if no longer performing duties as Executive Secretaries. In such cases the LGD has the right of first refusal to engage the services of the officer.

2.8 On completion of a further three (3) years in aggregate, and in addition, to sub paragraph 2.1 above, and subject to satisfactory service, Public Officer appointed as Executive Secretaries shall be eligible to be appointed as Officer in Grade in the same salary scale as that of the Position as Executive Secretary, subject to the provisions of the preceding paragraph.

2.9 On appointment, the employees' basic salary should be aligned with the position of Executive Secretary for the respective Local Council in line with the legal provisions of the Local Government legislation (CAP. 363, Laws of Malta and relative subsidiary legislation). The same principles shall apply for the substantive grade.

2.10 The Executive Secretary is obliged to attend training programmes as indicated by the LGD from time to time.

2.11 Termination from the position of Executive Secretary in a Council shall be within the authority of the respective Council.

2.12 Removal as Public Officer shall be made in terms of the Public Service Disciplinary Regulations.

2.13 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).

Salary pegged to the position

3.1 The following remuneration based on the salary scales of the Public Service, and according to Regulation 4(2) of the Local Government (Human Resources) Regulations (Subsidiary Legislation 363.20), shall be payable to Executive Secretaries in Local/Regional Councils.

3.2 Where the Council size is:

i. 9 to 13 members, not more than the maximum of Scale 5
ii. 7 members, not more than the maximum of Scale 6
iii. 5 members not more than the maximum of Scale 7.
iv. Executive Secretaries of the Regional Councils not mor than the maximum of Scale 5.

3.3 Persons employed as Executive Secretaries for the first time shall be placed on the second notch below the maximum of the respective scale. The Executive Secretary whose contract is renewed by the same Council shall not be subject to any other probation.

3.4 An Executive Secretary whose contract with the Council is terminated and enters into a new contract with a different Council, shall be subject to a probation for a period of one year and shall be paid the maximum of the relative salary scale.

3.5 An Executive Secretary is also entitled to the following benefits:

i. A Performance Bonus of up to a maximum of 15% in line with policy and procedures as in force from time to time and subject to satisfactory performance (up to 10% determined by the Council and up to a further 5% determined by the LGD).
ii. Disturbance Allowance of €1,500 per annum for Salary Scale 5, and €1,000 per annum for Salary Scales 6 and 7.
iii. All inclusive Communication Allowance of €815 per annum.
iv. All inclusive Transport Allowance of €1,000 per annum.

3.6 In the case of Public Officers/Public Sector employees, they are entitled to:

i. retain all inherent rights enjoyed in the Public Service/Public Sector during the engagement period with the Local/Regional Councils;
ii. retain their substantive grade/indefinite status with the Malta Public Service or Public Sector entity;
iii. have their period of appointment as Executive Secretary deemed as 'Service in the Grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes.

Duties

4. The job duties for the position of Executive Secretary may be viewed in 'Annex A' attached to this Circular.

Current Vacancies within the Councils

5. The list of current vacancies within the Local and Regional Councils and the respective salary scale may be viewed in 'Annex B' attached to this Circular. Applicants will also be considered to fill any future vacancies in the

posittion in Councils as may arise.

Eligibility Requirements

6.1 By the closing time and date of this call for applications, applicants must be:
i.Citizens of Malta;
ii. Proficient and able to communicate effectively both verbally and in writing in the Mattese and English languages.

AND

iii a. In possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent) in Business Administration or Management or in relevant areas as determined by Management.

*A recognised Masters qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

OR

b. In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent) in Business Administration or Management or in relevant areas as determined by Management with two (2) years relevant work experience.

*A recognised comparable Bachelor's Qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

OR

c. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS credits, or equivalent*) in Business Administration or Management or in relevant areas as determined by Management with 5 years relevant work experience.

*A recognised qualification comparable to 60 ECTS credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of the clause 5.4 of the General Provisions document).

OR

d. In possession of a recognised qualification MQF level 4 (subject to a minimum of 120 ECTS credits, or equivalent*) in Business Administration or Management or in relevant areas as determined by Management with seven (7) years relevant work experience.

*A recognised qualification comparable to 120 ECTS credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document).

OR

e. Public Officers in Salary Scales 5 to 7 (both Scales included) and Public Sector employees at a comparable level of responsibility.

OR

f. Public Officers in Salary Scales 8-11 (both Scales included) and Public Sector employees at a comparable level of responsibility, with three (3) years relevant work experience.

Short courses leading to awards, as distinct from qualifications, do not have the required number of ECTS credits at the respective MQF Level and, hence, will not be considered for eligibility purposes.

Public Officers applying for this position 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 lowe grade/position even if not confirmed and whether in the same stream or not.

6.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 6.1 or else as indicated 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 within one year of their appointment date. If this stipulated deadline for the attainment of such said minimum qualification is not met, the appointment will be, for this reason, revoked.

(ii) 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 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).

https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 6.1 or 6.2.

6.3 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.

Submission of Supporting Documents

7.1 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.

7.2 Applications shall include two acceptable written references.

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

7.4 Selected candidates must be of conduct which is appropriate to the post 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.

Selection Procedure

8.1 The call for applications shall indicate the Local/Regional Councils where a vacancy/vacancies of Executive Secretary exist. Candidates are to be notified that, being found to be eligible by the Selection Board as being suitable for the position, pursuant to the interview stage, does not automatically lead to appointment to the

position. Appointment shall be subject to the prior acceptance by the respective Local/Regional Council.

8.2 Applicants may indicate preference for up to three (3) Local/Regional Councils.

8.3 The role of Executive Secretary is classified as a position by Objective Reason under the provisions of S.L. 452.81.

8.4 Eligible candidates are informed whether they have been found suitable or otherwise. The list of suitable candidates is valid for a period of 12 months and candidates will be proposed to Councils where vacancies become available.

8.5 Candidates found unsuitable by the Selection Board may submit a petition before the Commission within ten working days from the date of their being informed of the result in their regard.

8.6 The names and documentation submitted by the candidates found suitable by the Selection Board shall be forwarded to the Councils indicated as a preference by the candidate for eventual acceptance or otherwise by the Council.

8.7 Upon appointment the selected candidate shall, with immediate effect, be assigned with the respective Council in 'Annex B' in the position of Executive Secretary.

8.8 Once suitable candidates are referred to the Council and an appointment is issued or otherwise the selection process for the advertised position in that Council shall be deemed as closed and there shall be no further reference of any remaining candidates.

Submission of Applications

9.1 Applications are to be submitted, for the attention of the Director General, Local Government Division, Ministry for Local Government and Public Works, through the Online Government Recruitment Porta**bnly** 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 **5.15 pm (Central European Time) of Friday, 13th November, 2026**. 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.

9.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

9.4 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

10. **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://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf or may be obtained from the Human Resources Unit at 26, Archbishop Street, Valletta, VLT1443. These general provisions are to be regarded as an integral part of this call for applications.

The website address is https://divizjonitalgvernlokali.gov.mt/ , the telephone number is +356 20908600 andthe email address is hr.dlg@gov.mt.