

## Ministry for Education, Sport, Youth, Research and Innovation

### Post of Operations Manager (Trade - Restoration) in the Ministry for Education, Sport, Youth, Research and Innovation

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Operations Manager (Trade - Restoration) within the Logistics and Infrastructure Directorate, in the Office of the Permanent Secretary, within the Ministry for Education, Sport, Youth, Research and Innovation.

#### Terms and Conditions

2.1. This appointment is subject to a probationary/trial period of twelve (12) months.

2.2. The salary for the post of Operations Manager (Trade - Restoration) is Salary Scale 7, which in the year 2026 is equivalent to, €32,158.00 per annum, rising by annual increments of €531.17 up to a maximum of €35,345.02.

2.3. An Operations Manager (Trade - Restoration), in addition to the managerial responsibilities emanating from the job description tied to the grade, will still be obliged to carry out a minimum of 120 hours per annum of trade related duties in their respective areas. Each year the Operations Manager (Trade - Restoration) will need to compile a portfolio to showcase the experience achieved through these hours of trade duties.

2.4. An Operations Manager (Trade - Restoration) in Salary Scale 7, will progress to Scale 6 (€33,931.02 x €596.33 - €37,509.00 in the year 2026) on completion of five (5) years service in the grade, subject to satisfactory performance, and five (5) consecutive satisfactory portfolios as per paragraph 2.3 of this call for applications.

2.5. Selected candidates will also be entitled to the payment of annual performance bonus of up to a maximum of 15% of the basic salary, subject to satisfactory performance and a payment of an annual class allowance of €2,000 subject to Central Administration's policies in force from time to time.

a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Tradesperson and Technician Class Agreement.

2.6. 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.

2.7. 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 Operations Manager (Trade - Restoration) 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 and English language in order to sufficiently and adequately carry out the duties applied for; and
- iii. in possession of a relevant license/warrant/certificate to practice the relevant trade; and
- iv. in possession of twenty (20) years of proven work experience.

**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. 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.

4.3. 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, the requisite eligibility level 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.

4.4. This public call is being published in concurrence with a service-wide call for the post of Operations Manager (Trade - Restoration) in the Ministry for Education, Sport, Youth, Research and Innovation as published on Friday 24th April, 2026 through Circular No. HR/MEYR 30/2026. Applicants who are successful under the service-wide call will be given precedence over those who are successful under the public call. Appointment is moreover subject to the availability of vacancies within the validity period of the result.

### **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 Education Recruitment Portal (<https://edurecruitment.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 Ministry for Education, Sport, Youth, Research and Innovation, through the Online Education Recruitment Portal **only** at the following address: <https://edurecruitment.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 Tuesday, 12th May, 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.

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

These general provisions are to be regarded as an integral part of this call for applications.