P&SD/413/2019/II

P&SD Circular No. 8/2026

People and Standards Division
Office of the Prime Minister
3 Castille Place
Valletta VLT 1062

Date: 6 November 2026

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

Post of Information and Communications Technology (ICT) Executive in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1.1 The Permanent Secretary (People and Standards), Office of the Prime Minister invites applications for the post of Information and Communications Technology (ICT) Executive in the Malta Public Service.

1.2 Appointees may be assigned to the following line Ministries according to existing vacancies: Office of the Prime Minister (OPM); Office of the Deputy Prime Minister and Ministry for Health (ODPM); Ministry for Accommodation and Lands (MAL); Ministry for Economy, Technology and Strategic Projects (METP); Ministry for Inclusion and the Voluntary Sector (MIV); Ministry for Gozo (MFG); Ministry for Education and Sports (MES); Ministry for Energy, the Environment and the Regeneration of the Grand Harbour (MEER); Ministry for Finance (MFF); Ministry for Infrastructure, Planning and Employment (MIPE); Ministry for Sustainable Mobility (MSM); Ministry for Foreign and European Affairs (MFEA); Ministry for Local Governement and Public Works (MLGP); Ministry for European Funds, Social Dialogue and Consumer Protection (MFDC); Ministry for Home Affairs and Security (MHS); Ministry for Arts Culture and National Heritage (MACH); Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme (MYWI); and Ministry for Equality and Civil Rights (MER). Applicants are to indicate their 1st and 2nd preference in their application.

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 Information and Communications Technology (ICT) Executive is Salary Scale 5, which in the year 2026 is equivalent to, €35,837.98 per annum, rising by annual increments of €640.67 up to a maximum of €39,682.00.

2.3 An Information and Communications Technology (ICT) Executive will also be entitled to an annual Performance Bonus of up to a maximum of 15% of the basic salary.

2.4 The appointee will also be entitled to an annual communication allowance of €1,600; an annual class allowance of €9,000; an annual projects allowance ranging between €1,500 and up to 6% of the basic salary; and an annual supplementary allowance of 10% of the basic salary that will increase to 15% of the basic salary in case of Information and Communicatios Technology (ICT) Executives who have at least ten (10) years service within a mature ICT environment across the wider Public Administration.

2.5 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.

a. The selected candidate/s will be required to fill in the Declaration available at Appendix 1 to Directive 16 (available here) , since this post/position is in salary scales 5 or higher.

Duties

3. The job duties for the post of Information and Communications Technology (ICT) Executive 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 Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations.

In addition applicants must be:

(i) able to communicate in the English language in order to sufficiently and adequately carry out the duties applied for;

AND

(ii) a. in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS credits or equivalent*) in ICT and/or Management or a comparable professional qualification, plus three (3) years relevant work experience in a formal and mature ICT environment;

*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 leaste 60 ECTS credits.

OR

(ii) b. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS credits or equivalent*) in ICT and/or Management or a comparable professional qualification, plus five (5) years relevant work experience in a formal and mature ICT environment;

*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

(ii) c. in a scale not below Salary Scale 9, with eight (8) years relevant work experience in a formal and mature ICT environment;

AND

(iii) having successfully completed the Entry to Senior Management Level Programme (Management Toolkit).

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 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) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 (ii) (a) and 4.1 (ii) (b) or else as indicated in paragraph 3.1 of the general provisions https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_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).

Submission of Supporting Documents

5.1Qualifications 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 60%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.2, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary (People and Standards), Office of the Prime Minister, through the Online Government Recruitment Portal **only** on https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by the applicant and the employment history). The closing date of the receipt of applications is **5.15 pm (Central European Time) of Friday, 20 November, 2026.** 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.

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 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://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf or may be obtained from Assistant Director (People Management and Planning), People and Standards Division, Office of the Prime Minister, 3 Castille Place, 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 Department/Division/Directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt).

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