Ministry for Equality and Civil Rights

Position of Coordinator (NISC) in the Ministry for Equality and Civil Rights

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Equality and Civil Rights, invites applications for the position of Coordinator (NISC) at the Human Rights Directorate within the Ministry for Equality and Civil Rights.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Coordinator (NISC) in the Human Rights Directorate, within the Ministry for Equality and Civil Rights, which may be renewed for further periods.

2.2 The position of Coordinator is subject to a probationary/trial period of twelve (12) months.

2.3 Since this is a position that is time-barred or linked to the completion of a specific task, the position of Coordinator constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 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.

2.5 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.

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 Salary attached to the position of Coordinator is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €34,813.85 per annum in 2026), with attainment of maximum of scale on confirmation of appointment after the probationary/trial period of one (1) year or completion of one year service, whichever is later.

3.2 The selected candidate will also be entitled to:

(i) a Performance Bonus of up to 10% of his/her basic salary. The actual rate will be established at the direction of the Permanent Secretary;

(ii) a disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and for specific periods duly authorised by the Permanent Secretary, be increased up to 25%. The disturbance allowance shall not be payable to officers while they are working on reduced hours.

Duties

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

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; **or**
   b. citizens of the 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 Identita` 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.

In addition, applicants must be:

(ii) able to communicate in the Maltese and English languages in order to sufficiently and adequately carry out the duties applied for.

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 Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Criminology or International Relations or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF level 7, or in relevant areas as determined by Management plus one (1) year experience relevant for such role;

* A recognised Master's qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application (subject to provision of clause 5.4 of the General Provisions document). A recognised Master's 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 Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Quality Assurance Management or Evidence Based Management or Education or Psychology or Human Rights or Humanitarian Studies or Migration Studies or Law or Public Policy or Anthropology or Criminology or International Relations or Arts or Accountancy or a recognised comparable professional qualification in Accountancy at MQF level 6, or in relevant areas as determined by Management plus three (3) years experience relevant for such role;

* 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 provision 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) Public Officers in Salary Scale not below Scale 10, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with six (6) years' work experience relevant to the position.

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.

5.2 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 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 qualification is not met, the appointment will be, for this reason, automatically terminated.

(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://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf

Submission of Supporting Documents

6.1 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).

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director (Finance and Administration) at the Human Rights Directorate, Ministry for Equality and Civil Rights, through the Online Government Recruitment Portal **only** at the following address: https://recruitment.gov.mt. Applications are to include an updated

Curriculum Vitae (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, 27 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.

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

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

8.4 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

9. **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 HR at the Human Rights Directorate. 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 https://humanrights.gov.mt and recruitment.hrd@gov.mt.

Co-funded by
the European Union

.