

## Ministry for Foreign Affairs and Tourism

### Post of Second Secretary in the Ministry for Foreign Affairs and Tourism

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

1. The Director for Corporate Services, Ministry for Foreign Affairs and Tourism invites applications for the post of Second Secretary in the Ministry for Foreign Affairs and Tourism.

#### Terms and Conditions

2.1 This appointment is subject to a probationary/trial period of one (1) year.

2.2 The salary for the post of Second Secretary is Salary Scale 10, which in the year 2026 is equivalent to €27,055.98 per annum, rising by annual increments of €407.67 up to a maximum of €29,502.

2.3 A Second Secretary will progress to Salary Scale 9 (€28,701.02 x €447.33 - €31,385) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Second Secretary in Salary Scale 9 will be promoted to the grade of First Secretary in Salary Scale 8 (€30,405.02 x €486.83 - €33,326) on completion of five (5) years service in the grade of Second Secretary at Scale 9, with satisfactory performance, or after two (2) years if in possession of a recognised and appropriate qualification at MQF level 7, subject to satisfactory performance.

2.5 A First Secretary in Salary Scale 8 will progress to First Secretary in Salary Scale 7 (€32,158 x €531.17 - €35,345.02) on completion of two (2) years service in the grade of First Secretary at Scale 8, subject to satisfactory performance.

2.6 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.

2.7a. 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.

b. 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 Second Secretary 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. citizens of Malta;
- ii. proficient in the Maltese and English languages;
- iii. in possession of a recognised Bachelor's degree at MQF level 6 (subject to a minimum of 180 ECTS credits c

equivalent\*) in Diplomatic Studies or International Relations or Mediterranean Studies or European Studies or Political Science or Commercial Law or European and Comparative Law or Public Law or International Law or Geography or History or Oriental Studies or Philosophy or Sociology or Spanish & Latin American Studies or General Law Degree or Culture Studies or Communications and Interpreting Areas or Environmental Studies or Gender Studies or Psychology or International Development or Youth Studies or Commerce and Economics Degrees or Business Studies or Tourism or Maritime Affairs or Education or Agriculture or Artificial Intelligence or Humanities or Near Eastern Studies or Politics or Social Studies or Maltese or English or any foreign language/s or any other related field of studies. Responsibility to prove relatedness of qualifications held will rest on candidates, however the final decision will be the prerogative of the Ministry for Foreign Affairs and Tourism, subject to any contestation which may be made with the Public Service Commission.

\*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.

iv. in possession of 'O' level/SEC passes in at least one other language besides Maltese and English, at Grade 5 or above in the case of SEC, and Grades C and 4 or above in the case of Edexcel, or an appropriate equivalent pass at MQF Level 3.

**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 paragraph 4.1(iii) or else as indicated in paragraph 3.1 of the general provisions [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) 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).

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 must be met in terms of this call for applications.

### **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 Recruitment Portal on <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 The selection of candidates will be in two (2) stages:

- Part I consists of a two-part interview, a group discussion and a personal interview; and
- Part II consists of two (2) written examination papers.

(i) Part I carries a total weight of 200 marks and shall consist of:

(a) A group discussion - Candidates will be called up in small groups to participate in a group discussion on a particular topic selected at random in the presence of the group from a number of subjects prepared beforehand but sealed under confidential cover in separate envelopes. (Maximum 100 marks);

(b) Personal interview - Candidates will be assessed on their aptitude towards a career in the Diplomatic Service. Furthermore, during the interview, the Selection Board will test proficiency in the foreign language indicated by the candidate as per paragraph 4.1(iv). (Maximum 100 marks).

(ii) Part II shall consist of two (2) examination papers, each of a duration of three (3) hours, in English and Maltese.

(a) Paper 1 - English (3 hours) - A set of multiple choice questions in international relations and current affairs, a written speech for the Minister on a topic chosen by the examiners of 500-550 words and an argumentative essay of 600-650 words. (Maximum 200 marks);

(b) Paper 2 - Maltese (3 hours) - Translation from English to Maltese, precis - summary of an article/text in 150-180 words and drafting of a press release of 300 words. (Maximum 200 marks).

The written examinations will be held on **Wednesday, 1st July and Thursday, 2nd July, 2026**.

For the guidance of candidates a copy of the syllabus is attached to this Circular at Annex B.

No result will be issued for Part I of the process. All eligible applicants will proceed directly to Part II of the examination process. The pass mark in each of the written papers is 50% and a candidate must obtain an aggregate total of 60% of the marks.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.4, have proven relevant work experience.

6.3 The overall pass mark of the whole selection process has been established at 60% of the total marks, that is 360 marks out of a total of 600. The final order of merit of successful candidates will be determined by the total marks gained in Part I and Part II. In the case of candidates who obtain the same number of marks, precedence will be determined in accordance with the established procedures.

6.4 The result will remain valid for one (1) year from the date of publication.

6.5 The written examination will be conducted by the Director, Examinations, and the Board of Local Public Examinations. The Board of Local Public Examinations will have the power to deal summarily with any candidate who, while the examination is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.

6.6 The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one subject or a particular stage of the examination.

6.7 The Director (Examinations) will publish the result of the written examination which will be exhibited on the notice board at Edu Servizz.gov, Ministry for Education, Sport, Youth, Research and Innovation, Floriana, and the Examinations Centre, Victoria, Gozo.

6.8 A notification of the result of the examination will (i) appear in the Government Gazette and (ii) sent via email and a courtesy SMS alert to candidates who submitted a valid email address and mobile phone number with their application.

6.9 Requests for revision of papers are to be submitted to the Director (Examinations) within five (5) working days from the date of the notification mentioned in paragraph 6.8 above.

6.10 The final order of merit will be published by, and exhibited on the noticeboard of the Ministry issuing the call

for applications.

6.11 A notification of the issue of the final result will (i) appear on the website of the Ministry issuing the call for applications and (ii) sent via a courtesy SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number with their application.

## Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign Affairs and Tourism, through the Online Government Recruitment Portal **only** at the following address: <https://recruitment.gov.mt>. Applications are to include:

- i. a Curriculum Vitae in Europass format, completely up-to-date (which should include a list of qualifications held by the applicant and the employment history);
- ii. a copy of the applicant's Identity Card;
- iii. scanned copies of qualifications including transcripts where applicable; and
- iv. an examination fee of €9.30 (non-refundable).

The closing date of the receipt of applications is **5.15pm (Central European Time) of Monday, 4th May, 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 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) or may be obtained from the Human Resources Department, Ministry for Foreign Affairs and Tourism, 331, Allied House, St. Paul Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and email address of the receiving Department are [www.foreign.gov.mt](http://www.foreign.gov.mt), (+356) 2204 3030 and [recruitment.foreign@gov.mt](mailto:recruitment.foreign@gov.mt).

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