

Circular No. HR/MG 20/2019

Human Resources Section  
Corporate Services Directorate  
Ministry for Gozo  
St Francis Square  
Victoria, Gozo  
Malta

Date: 20th September 2019

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

## **POST OF SENIOR PUBLIC CLEANSING FOREMAN WITHIN THE MINISTRY FOR GOZO**

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

1. The Permanent Secretary, Ministry for Gozo invites applications for the post of Senior Public Cleansing Foreman within the Ministry for Gozo.

### **Terms and Conditions**

2.1. This appointment is subject to a probationary period of six (6) months .

2.2. The salary for the post of Senior Public Cleansing Foreman is Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.

2.3. A Senior Public Cleansing Foreman will progress to Scale 10 (which in the year 2019 is equivalent to €19,958 x €407.67 - €22,404) on completion of five (5) years service in the grade, subject to satisfactory performance .

2.4. The appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government of Malta and the competent Union.

### **Duties**

3. The duties of a Senior Public Cleansing Foreman within the Ministry for Gozo include:

(a) responsible for the management of all the sections under his/her charge;

- (b) responsible for the distribution of all the employees under his/her charge in the best possible manner;
- (c) responsible for all the disciplinary procedures and action that need to be taken, punctuality and health and safety procedures for all the employees under his/her charge;
- (d) leading and managing of all Public Cleansing Foremen, Supervisors and respective employees under his/her control;
- (e) assisting Superiors and Senior Management of the Directorate in carrying out Public Cleansing related duties;
- (f) responsible to issue stores' materials to all her/his subordinates;
- (g) co-ordinating regular visits on sites of work to assure that the assigned works and projects are completed within the shortest of time frames whilst guaranteeing the best quality procedures at all times;
- (h) co-ordinating with other Directorates and sections within the Ministry for Gozo, other government departments and entities;
- (i) assisting in the launching of new initiatives that need to be performed by the Directorate or other units within the Ministry for Gozo;
- (j) ensuring that all cleansing and beach cleaning works under his/her supervision meet the required standards established by the Senior Management;
- (k) making use of all IT systems as established by the Ministry for Gozo;
- (l) performing any other duties as may be required by the Director and/or his/her representative;
- (m) any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### **Eligibility Requirement**

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 who are in the grade of Public Cleansing Foreman.

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. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.4. 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).

4.5. Public Officers who are ordinarily resident in Gozo but currently work in Malta, and who hold the same substantive grade as that being advertised, may apply laterally. If selected, such officers will be transferred to the Ministry for Gozo, carrying their respective grade and salary entitlement. It is clarified that such candidates will not be awarded additional marks in the selection process for the possession of any qualifications which are an eligibility requirement as stated in this call for applications.

## Submission Of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt>. The applicant is to be informed of any missing documents immediately after the closing date of the call for applications and notified that consequently his application will not be considered further, unless justifiable reasons are given by the applicant, to the satisfaction of the Public Service Commission on [psc@gov.mt](mailto:psc@gov.mt), for any omission or late submission. Such justification should be sent to the PSC within five working days from the date of the aforementioned notification.

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 hundred per cent (100%) and the pass mark is fifty per cent (50%).

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. Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Gozo, through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47), in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **noon** (Central European Time) of **Friday, 4th October 2019**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

## Other General Provision

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- 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 website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Human Resources Section at the Corporate Services Directorate within the Ministry for Gozo, St Francis Square, Victoria Gozo. 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 <http://mgoz.gov.mt/en/Pages/Employment%20Opportunities/Calls.aspx> and [dcs.mgoz@gov.mt](mailto:dcs.mgoz@gov.mt).

John Borg  
Permanent Secretary  
Ministry for Gozo

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