

Ministry for Home Affairs, National Security and Law Enforcement

POST OF DETENTION SERVICE OFFICER IN THE DETENTION SERVICE IN THE MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement invites applications for the post of Detention Service Officer in the Detention Service in the Ministry for Home Affairs, National Security and Law Enforcement.

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 Detention Service Officer is Salary Scale 14, which in the year 2020 is equivalent to €15,870 per annum, rising by annual increments of €316.83 up to a maximum of €17,771.

2.3 A Detention Service Officer will progress to Scale 13 (€16,985 x €335.50 - €18,998) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Detention Service Officer will be further progress to Scale 12 (€18,142 x €354 - €20,266) on completion of six (6) years service in the grade of Detention Service Officer, in scale 13, subject to satisfactory performance.

2.5 A Detention Service Officer will be required to work on a shift basis, Monday to Sunday including nights and Public Holidays.

Duties

3. The job duties for the post of Detention Service Officer 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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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 Languages;
- iii. in possession of at least a Secondary School Leaving Certificate (or comparable) preferably with passes in Maltese and English;
- iv. in possession of a clean driving license in categories B. Applicants who obtain a clean driving licence in category B during their probation period may also apply. Preference will be given to holder of a valid private security guard license;
- v. selected applicants will be medically examined to ascertain that he/she is fit in all respects, physically and mentally, including a drugs screening test, to perform all Detention Service Officer Duties.

Applicants eligible in terms of paragraph 4.1 (i) to (v) above will first be subject to an interview by a Selection Board designed to bring to the fore those personal qualities in a candidate, such as personality, alertness, intelligence, and other personal aptitudes required from a Detention Service Officer. The interview shall include reading in Maltese and English. Candidates who fail the interview shall be precluded from joining the Detention Service.

Public Officers applying for this post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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

5.1 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>.

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 for the attention of the Human Resources Office, Detention Service, Ministry for Home Affairs, National Security and Law Enforcement, 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) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **end of business of Monday, 30th March 2020**. 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.

7.2 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

Other General Provisions

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;
- 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 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 Office, Detention Service, Safi Barracks Safi. 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 Ministry are www.homeaffairs.gov.mt and recruitment.mhse@gov.mt.

Kevin Mahoney
Permanent Secretary
Ministry for Home Affairs, National Security and Law Enforcement