

Circular No. HR/ODPM/14/2026

People Management Division
Office of the Deputy Prime Minister and Ministry for
Health
15, Palazzo Castellania
Merchant Street,
Valletta VLT1171

Date: 10 July 2026

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

Position of Lead (Professional Management) (Occupational Therapy) in the Office of the Deputy Prime Minister and Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Office of the Deputy Prime Minister and Ministry for Health invites applications for the Position of Lead (Professional Management) (Occupational Therapy) in the Office of the Deputy Prime Minister and Ministry for Health.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Lead (Professional Management) in the Office of the Deputy Prime Minister and Ministry for Health (which may be renewed for further periods)

2.2 The position of Lead (Professional Management) is subject to a probationary period of one (1) year.

2.3 Since this is a position time barred, the position of Lead (Professional Management) falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed term Regulations".

2.4 Public Officers applying for this position must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position.

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. The Salary attached to the position of Lead (Professional Management) (Occupational Therapy) is equivalent to the maximum of Salary Scale 5, which in the year 2026 is €35,837.98 per annum rising by annual increments of €640.67 up to a maximum of €39,682.00.

Duties

4. The job duties for the position of Lead (Professional Management) (Occupational Therapy) 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 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 Organisations or Public Sector employees seconded with the Public Service or RSSL employees.

i. must be proficient in the Maltese and English Language

Public officers must be confirmed in their current appointment or in their previous appointment within the same stream, provided all other eligibility requirements are satisfied. Such public officers must be in, or have held, the grade of:

A) Executive Allied Health Practitioner (Salary Scale 5) with three (3) years of satisfactory service

OR

B) Clinical Allied Health Practitioner (Salary Scale 5) with three (3) years of satisfactory service

Public officers may apply for a lower grade even if not confirmed in their current appointment.

5.2 A lead (Professional Management) shall have to skip one (1) call for application following their completion of two (2) 3 Year terms, to be considered again as eligible, if they want to re-apply for the position of Lead (Professional Management) once again. Should there be no applicants for the Lead (Professional Management) position, the previous incumbent can re-apply for this position.

5.3 As per sectoral agreement signed on the 15 May 2026, current officers shall have the current term considered as term 1.

5.4 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, the requisite eligibility level 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/position must be met in terms of this call for applications"

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 People Management Division, Office of the Deputy Prime Minister and Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta VLT1171 through the Online Government Recruitment Portal **only** at the following address: <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 **1.30 pm (Central European Time) of Friday, 24 July, 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.

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 People Management Division, Office of the Deputy Prime Minister and Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta VLT1171. These general provisions are to be regarded as an integral part of this call for applications.

The website and e-mail address of the receiving Division

are <https://health.gov.mt> and recruitment.health@gov.mt

Ms. Maureen Mahoney
Director General (People Management)
f/Permanent Secretary

Office of the Deputy Prime Minister and Ministry for Health

