

Ministry for Justice
Auberge d'Aragon
Independence Square
Valletta VLT 1521

Date: 24th November 2023

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Expression of Interest from amongst Public Officers and Public Sector employees to be assigned weekly additional out of normal office hours to perform administrative duties at the Office of the Chief Notary to Government in the Ministry for Justice

1. In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Permanent Secretary within the Ministry for Justice is seeking to identify suitable Public Officers/Public Sector employees to perform duties as cited above, for a period of three (3) years, which may be renewed for further periods. Those chosen will be asked to commit to a minimum of ten (10) hours per week. Working hours are during the week, between Monday to Friday after normal office hours.

2. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Digitisation Co-ordinator where they are assigned. Those chosen must attend appropriate training. This training, as well as the interviews, may be held during working hours in the morning.

Terms and Conditions

3. The salary to perform administrative duties shall be at Salary Scale 16, which in the year 2023 is equivalent to €7.39 per hour (in line with the Salary of a Clerk in the Malta Public Service) paid pro-rata according to the number of hours worked. The officers shall be required to work up to a minimum of ten (10) hours per week.

Duties

4. Eligible Officers are thus invited to submit their expression of interest in being assigned administrative duties after normal working office hours. The duties are outlined at Annex 'A'. Officers on secondment/on loan/detailed with/deployed with/on attachment to Public Sector organisations, who satisfy the necessary eligibility requisites, may also apply.

Eligibility Requirements

5. By the closing date and time of this Expression of Interest, eligible applicants must be in a grade not below that of Clerk within the Public Service, or not below that of a comparable grade / salary within the Public Sector. It is required that those applying have an MQF Level 3 qualification in IT and are sensitive to the fragility of the documents. Furthermore, applicants should ensure the protection of any work-related document, personal

and/or confidential data as defined by the GDPR and the Data Protection Act.

5.1 Eligible applicants will be requested to attend for an interview to assess their suitability for the duties outlined at Annex 'A'. Those chosen will be asked to commit to a minimum of ten (10) hours per week. Working hours are during the week, between Monday and Friday after office hours.

6. Any qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which should be scanned and sent through the Recruitment Portal (<https://www.recruitment.gov.mt>).

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

7. With the exception of those qualifications referred to in paragraphs 7.1 and 7.2 hereunder, applicants are required to produce a recognition statement by the Malta Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online "Application for the Recognition of Qualifications" at <https://mfhea.mt/academic-qualifications/>. Such statement should be attached to the expression of interest and the original presented at the interview.

7.1 Prior to requesting recognition statements as per paragraph 7 above in respect of their qualifications, candidates should first consult the "Malta Qualifications Database" of the MQRIC which may be accessed on <http://qualifications.ncfhe.gov.mt/#/dashboard>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 7 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

7.2 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MQRIC, which on the certificates states: 'The Malta Further and Higher Education Authority deems this certificate to be MQF ____'.

7.3 In the case of qualifications not covered by 7.1 and 7.2, applicants are to submit the recognition statement as described in paragraph 7. Applicants who are not in possession of such a statement may still submit an expression of interest, provided that they submit a copy of the statement to the receiving Department/Directorate as soon as it is available, and, in any case, by not later than four (4) months from the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, the undertaking of the assignment cannot be signed before the positive equivalence report is received from MQRIC.

8. The result of the selection process will be published by the Office of the Chief Notary to Government and exhibited on the noticeboard of the Chief Notary to Government at 2/3, Mikiel Anton Vassalli Street, Valletta VLT 1310.

8.1 Petitions objecting to the result of the selection process should reach Mr Cleavon Vella, Assistant Director, Office of the Chief Notary to Government at 2/3, Mikiel Anton Vassalli Street, Valletta VLT 1310 within ten (10) working days from the date of publication of the result.

Submission of Applications

9. Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice through the Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and a declaration from the candidate stating that the hours planned for this work do not conflict with his/her actual working hours, which declaration must be confirmed by his/her Head of Department. In the case of Public Officers, the GP 47 is to be requested by HR Unit of the Ministry/Department issuing the call for applications. Whilst in the case of Public Sector employees seconded with the Public Service and RSSL employees and Public Sector employees, the HR Unit of the Ministry/Department issuing the call for applications must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of which it will be understood that no disciplinary action was ever taken). In the case of Public Sector employees seconded with the Public Service, the HR Unit of the Ministry/Department issuing the call for applications will request

confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry. The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Monday, 11th December, 2023**. 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.

- a. In endorsing the respective applications, Heads of Departments/Entities will be confirming the official working hours of the candidate at his/her original workplace and that hence, there is no conflict with the working hours related to administrative duties; and to release the candidate for one training session over one half working day.

10. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

12. 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 latest, to submit any incorrect or incomplete or missing documents.

13. Selected officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

Johan Galea
Permanent Secretary
Ministry for Justice

SVP