

## **Ministry for Home Affairs, National Security and Law Enforcement**

### **POST OF PROBATION OFFICER IN THE MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT**

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

1. The Director (Probation and Parole), Ministry for Home Affairs, National Security and Law Enforcement invites applications for the post of Probation Officer in the Department of Probation and Parole, Ministry for Home Affairs, National Security and Law Enforcement.

#### **Terms and Conditions**

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

2.2 The salary for the post of Probation Officer is Salary Scale 10, which in the year 2021 is equivalent to €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.

2.3 A Probation Officer (Salary Scale 10) will progress to Salary Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of 4 years service in the grade of Probation Officer (Salary Scale 10), subject to satisfactory performance.

2.4 A Probation Officer (Salary Scale 9) will progress to Salary Scale 8 (€24,091 x €486.83 - €27,012 in 2021) on completion of 4 years service in the grade of Probation Officer (Salary Scale 9), subject to satisfactory performance.

2.5 A Probation Officer (Salary Scale 8) will progress to Scale 7 (€25,656 x €531.17 - €28,843 in 2021) on completion of 4 years service in the grade of Probation Officer (Salary Scale 8), subject to satisfactory performance.

2.6 A selected candidate who is in possession of a Post-Graduate Diploma in Probation Services at an MQF level 7 or is in possession of a recognised and comparable qualification in the Human and Social Sciences at an MQF level 7, shall be placed on Salary Scale 8, which in the year 2021 is equivalent to €24,091 per annum, rising by annual increments of €486.83 up to a maximum of €27,012 and continue to progress in accordance with the provisions of the agreement pertaining to the Probation Class.

2.7 An 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 and the competent union.

2.8 Lateral applications in the same grade from public officers are not allowed.

2.9 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

#### **Duties**

3.1 The job duties for the post of Probation Officer may be viewed in Annex A attached to this Circular.

3.2 Probation Officers must have an aptitude for effective communication and skills in building interpersonal relationships. They must have optimal interviewing and report writing skills.

3.3 Probation Officers may be required to perform duties as part of a 24-hour emergency service.

3.4 Probation Officers may be required to work irregular hours of the day and night according to the exigencies of the job.

3.5 Probation Officers will be expected to be in possession of, or are in the process of acquiring a valid driving license. They are expected to use their own transport for their work and will be entitled to the appropriate approved allowance.

3.6 The selected candidate may also be required to perform duties in Gozo.

## **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"; **or**
  - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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. must be proficient in the Maltese and English language; **AND**
- iii. (a) in possession of a recognised Post-Graduate Diploma in Probation Services at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credit or equivalent\*) or a recognised comparable professional qualification at MQF Level 7 in the Human and Social Sciences; **OR**

(b) in possession of an official letter issued by the University of Malta or a competent recognised University/Institution, that the applicant has successfully achieved the level of MQF Level 7 (with a minimum of 60 ECTS/ECVET) Post-Graduate Diploma in Probation Services, or a recognised, comparable professional qualification but has opted to proceed to a recognised Masters level at MQF Level 7 (with a minimum of 90 ECTS/ECVET), or a comparable professional qualification.

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that is comparable to 60 ECTS/ECVT credits. The advice of the MQRIC may be sought.

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

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided

they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) 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/ECVETS credits, or equivalent, and attained the required MQF level, 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 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/position must be met in terms of this call for applications

4.5 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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.

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

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 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 (<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 - 4.5, have proven relevant work experience.

## **Submission of Applications**

7.1 Applications are to be submitted, for the attention of the Department of Probation and Parole, Ministry for Home Affairs, National Security and Law Enforcement through the Online Government Recruitment Portal only on <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has 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 17:15 hrs (Central European Time) of Monday, 27 December, 2021. 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 thirty (30) minutes 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 or up to two (2) working days from date of notification, whichever is the later, 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;
- 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://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Department of Probation and Parole, Millennia Buildings, 3rd Floor, Aldo Moro Road, Marsa, MRS9065. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Department is [recruitment.probation@gov.mt](mailto:recruitment.probation@gov.mt).