

## **Ministry for Health and Active Ageing**

### **Position of House Officer (Foundation Doctor) in the Ministry for Health and Active Ageing**

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

1. The Director General (People Management), Ministry for Health and Active Ageing invites applications for the position of House Officer (Foundation Doctor) in the Ministry for Health and Active Ageing.

#### **Duration of assignment and Conditions**

2.1 A selected candidate will enter into an assignment of one hundred and six (106) weeks as a House Officer (Foundation Doctor) in the Ministry for Health and Active Ageing, which may be renewed for a further year and does not exceed a total of one hundred and fifty-eight (158) weeks if the Foundation Doctor requires such extension in order to complete the Foundation Programme.

2.2 The House Officer (Foundation Doctor) is to follow the training programme with the aim of obtaining the Foundation Programme Completion Certificate (FPCC) in order to be eligible to apply for the Basic Specialist Training or General Practitioner Training. More information about the Malta Foundation Programme which is affiliated to the United Kingdom Foundation Programme may be found at <https://fpmalta.gov.mt>.

2.3 The position of House Officer (Foundation Doctor) is subject to a probationary period of one (1) year.

2.4 Since this is a position time-barred, the position of House Officer (Foundation Doctor) constitutes an objective reason which falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.5 Selected candidates must be of conduct which is appropriate to the position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.6 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 House Officer (Foundation Doctor) is equivalent to Step 5 of Salary Scale 9 (which in the year 2024 is €27,378.34 per annum). Upon completion of one (1) year satisfactory service as Foundation Doctor, employees shall progress to the maximum of Salary Scale 9 (which in the year 2024 is €28,273.00 per annum).

A Foundation Trainee Specialisation Allowance is €4,000 in Year 1 and €4,400 in Year 2 which shall be paid to the House Officer (Foundation Doctor) in three-monthly instalments in arrears. An annual Special Duty Allowance of €4,920 will be paid to Foundation Doctors who perform duties on roster basis. This allowance will be paid quarterly in arrears. Foundation Doctors performing duties in these areas will not be entitled to a shift allowance.

## Duties

4.1 The job duties for the position of House Officer (Foundation Doctor) may be viewed in Annex A attached to this Circular.

4.2 An appointee may be required to perform duties in any of the health care services of the Government of Malta at the discretion of the Management.

## Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; **or**
- b. citizens of the 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** 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.

Applications will also be considered from candidates who are third-country nationals and do not satisfy the criteria set out in paragraph 5.1 (i), provided that they satisfy the requirements stated in paragraphs 5.1 (ii) to 5.3. The appointment of such candidates would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation.

ii. have the ability to communicate in the English Language provided that due recognition will be given to candidates who also have the ability to communicate in the Maltese Language. Proficiency in the English Language will be accepted if applicants:

Either

Provide proof that the primary medical qualification was undertaken in the English Language;

OR

Provide a valid certificate of IELTS (International English Language Testing System) at the medium band score of 7.5 or above in each domain;

Furthermore, before confirmation of appointment, i.e. within twelve (12) months from engagement, selected candidates must be successful in both Part 1 and 2 of the examination in 'Basic Medical Maltese for the

HealthCare Profession' of the University of Malta. Failure to present evidence of a successful pass by the end of probationary period (ie twelve months from engagement) will result in automatic termination of work contract. The course officially leading to this examination is the course in 'Basic Medical Maltese for the HealthCare Profession' run by the Department of Maltese of the University of Malta. Fees are to be paid by prospective candidates. However, such expenses may be claimed through the Continuous Medical Education (CME) Scheme.

The course and assessment fees which will have to be paid in August 2025 will amount to:

Parts 1 and 2 the full course plus the two (2) examinations (Part 1 and Part 2) - €550  
Parts 1 and 2, i.e. 2 examinations **only** - (Part 1 and Part 2) - €100

iii. (a) qualified with a degree in Medicine and Surgery from the University of Malta; or  
(b) any other basic medical qualification First Degree at MQF Level 7 of five (5) years or more from an accredited medical school in an EU Member State; or  
(c) UK medical degrees awarded till the end of 2020 as per Part 1 (a) of the Second Schedule of the Health Care Professions Act (Cap. 464 of the Laws of Malta).

The said degrees should have been awarded not earlier than 1st January 2021 and all candidates must have obtained the said qualification prior to engagement.

iv. (a) EITHER be listed in the Provisional Register kept by the Medical Council of Malta in terms of Article 11 sub-article 3 of the Health Care Professions Act (Cap. 464 of the Laws of Malta);

OR

(b) Graduates from Universities other than the University of Malta must produce evidence in the Dean's statement referred to in paragraph 5.1(v) that they would be eligible to be considered for registration by the start of the Foundation Programme. Such candidates must also obtain a **Letter of Intent from the Medical Council of Malta** that their qualification is registerable and which letter must be attached with the application. It is strongly advised that these candidates make direct contact with the Medical Council as soon as they express their interest, to make sure that this process is concluded on time. Letters of Intent by the Medical Council will not be considered if received after the dates allocated for interviews, and this will result in candidates being then deemed ineligible or disqualified from the selection process.

Doctors graduating from a non-EU Country need to check with the Malta Medical Council whether they are eligible for a provisional registration prior to applying to this Foundation Programme. They will require a letter of intent from the said Council.

Furthermore, successful candidates must inevitably obtain the said registration prior to the engagement. For ease of reference the website for the Medical Council of Malta is :  
<https://healthservices.gov.mt/en/regcounc/medicalcouncil/Pages/medcounc.aspx>

v. (i) Produce a Medical School Dean's Statement (sample available at <https://fpmalta.gov.mt>), which is signed, dated and stamped and completed in English, which comprises:

(a) permission to apply for the Foundation Programme in Malta;  
(b) confirmation that the applicant is of good standing at medical school and considered fit to practice Medicine;  
(c) confirmation of whether primary medical qualification (including instruction, examinations and a significant amount of clinical contact with patients) was/is being undertaken in English;  
(d) the expected date of qualification, in the case of applicants who have not yet qualified.

(ii) A verifiable declaration from the respective medical school of the applicant's academic ranking in deciles. This document should be made available to the Malta Foundation School by the interview date. Where information regarding the academic ranking is inconsistent with decile grading or missing, the lowest academic score will be used.

**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 or in a lower grade/position.**

5.2 (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.**

5.3 Candidates who wish to seek eventual full registration from the Medical Council in a country other than Malta, should seek advice from the respective Medical Council as prospective approval from some of that country's institutions may be required. Persons graduating from a UK Medical School who would like to eventually seek registration with the UK General Medical Council, are advised to seek written approval from the post-graduate Dean before joining the Malta Foundation Programme.

5.4 In addition to the requirements at 5.1 above, by the start of employment and training, applicants must:

- i. be in possession of a valid recognised Basic Life Support Certificate;
- ii. show that they have understood and agreed to the minimum requirements for completion of the Foundation Programme by signing a Foundation School Training Agreement.

5.5 Successful candidates **are to attend for the pre-employment medical examination and relevant investigations in Malta**, two (2) weeks before taking up the position of House Officer (Foundation Doctor). Failure to undertake the pre-employment medical examination on time, will result in delays in provision of the employment licence and residence permit and consequently engagement. It is furthermore being clarified that, the pre-employment medical examination, relevant investigations and the attainment of the employment licence are compulsory prior to the start of the employment / training and prospective candidates should allow enough time to settle everything **PRIOR** to the start of the programme which is expected to be the **14th July 2025**.

5.6 The engagement of successful candidates who are not citizens of Malta, or who are not citizens of the European Union, with the exception of citizens of Croatia, would necessitate an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Issue of an employment licence will depend on a satisfactory pre-employment health check. Jobsplus should be consulted as necessary on this issue. In the case of successful candidates who do not hold an employment licence, the application for an employment licence will be done by the employer.

5.7 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

### **Submission of Supporting Documents**

6.1 Qualifications and experience claimed must always be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt>.

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview. Documents presented must be officially translated in the English language.

### **Selection Procedure**

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position, which shall include a written compulsory Situational Judgement Clinical Test held in person on the Maltese Islands followed by another date for an interview. Failure to attend the Situational Judgement Clinical Test will be considered as withdrawal from the selection process. 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 5.7, have proven relevant work experience.

### **Submission of Applications**

8.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health and Active Ageing, 15, Palazzo Castellania, Merchants Street, Valletta VLT 1171, 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 applicant and the employment history). The closing date of the receipt of applications is **1.30 pm (Central European Time) of Friday, 13th September, 2024**. A computer-generated email 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://publicservices.gov.mt/en/people/Documents/Recruitment\\_GenProvs/General%20Provisions\\_ENG.pdf](https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) or may be obtained from the People Management Division, 15, Palazzo Castellania, Merchants Street, Valletta VLT1171. These general provisions are to be regarded as an integral part of this call for applications.

Further information about the Malta Foundation Programme can be viewed on the website of the Foundation School of Malta which is <https://fpmalta.gov.mt>

The website address, fax number and e-mail address of the receiving Division are <https://health.gov.mt>, +356 22992604, [recruitment.health@gov.mt](mailto:recruitment.health@gov.mt).

Maureen Mahoney  
Director General (People Management)