

Circular No. HR/MTIP 23/2020

Ministry for Transport, Infrastructure and Capital
Projects
People Management Directorate
Block A,
Francesco Buonamici Street,
Floriana FRN1700

Date: 7th August 2020

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

**POST OF GENERAL HAND (GROUP II) IN THE MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND
CAPITAL PROJECTS**

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of General Hand (Group II) in the Ministry for Transport, Infrastructure and Capital Projects.

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 General Hand (Group II) is Salary Scale 19 which in year 2020 is, €11,205 per annum, rising by annual increments of €209 up to a maximum of €12,459.

2.3. A General Hand (Group II) will progress to Scale 18 which in the year 2020 is €12,066 x €222 - €13,398, on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4. Lateral applications from public officers are not allowed.

Duties

3. The job duties for the post of General Hand (Group II) 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 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 organizations who:

a) Hold a substantive grade in Groups I or II of the Industrial Grades and whose appointment in grade within Groups I or II has been confirmed.

4.2 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.

4.3 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 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

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the applications. Scanned copies sent electronically are acceptable.

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 to 4.2, have proven relevant work experience.

Submission of Applications

7.1 Applications, together with an updated Service and Leave Record Form (GP47) which has been issued not earlier than one (1) month from the date of application, will be received by Recruitment Section at the Ministry for Transport, Infrastructure and Capital Projects, Block A, Francesco Buonamici Street, Floriana FRN 1700 by **13.30hrs (Central European Time) of Friday, 21st August 2020**. Applications can also be submitted through the Online Government Recruitment Portal on <https://recruitment.gov.mt> by the said closing time and date of this call for applications. 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 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 People Management Directorate within the Ministry for Transport, Infrastructure and Capital Projects. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Directorate is recruitment.mtip@gov.mt.

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Ministry for Transport, Infrastructure and Capital Projects