

Office of the Prime Minister
Auberge de Castille
Valletta

Date: 27th January 2023

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Expression of Interest from amongst Public Officers to be assigned duties as Senior Compliance Officer in the People and Standards Division within the Office of the Prime Minister

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 (People and Standards) in the People and Standards Division within the Office of the Prime Minister is seeking to identify suitable Public Officers to perform duties as cited above, for a period of three (3) years, which may be renewed for further periods.
2. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Head of Department where they are assigned.
3. The period of assignment shall be reckonable as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes. The performance of such duties will also be acknowledged in the Service and Leave Record Form (GP47).
4. This assignment is subject to a probationary period of six (6) months.

Terms and Conditions

5. The level of responsibility of a Senior Compliance Officer shall be comparable to Salary Scale 7. In the case of selected candidates who are serving public officers, they shall maintain their substantive grade and their salary will be topped up to Salary Scale 7 for the duration of their duties as Senior Compliance Officer.

5.1 A Senior Compliance Officer shall have their salary pegged to Salary Scale 7 which in year 2023 is €27,697.53 per annum, rising by annual increments of €531.17 up to a maximum of €30,884.55.

5.2 After five (5) years the level of responsibility will be equivalent to Salary Scale 6 (€29,446.19 x €596.33 - €33,024.17 in 2023) and their salary will be topped up until the maximum of Salary Scale 6 is reached.

5.3 The top-up payment will be paid in the form of a cash payment to be paid with each payroll whilst Public Officers are performing such duties.

5.4 Public Officers who are carrying out the above duties shall also be entitled to a fixed allowance of 10% of the basic salary. Public Officers who are no longer performing duties within the Compliance Sections shall revert back to their substantive grade and corresponding salary, the above-mentioned top-up increases, and allowances shall cease.

5.5 The Administration resumes the right to terminate any arrangements should candidates not fulfill their duties to the satisfaction of the Administration.

Duties

6. Eligible Officers are thus invited to submit their expression of interest in being assigned duties related to one or more of the above-captioned designations. The duties and eligibility requisites are outlined at Annexes 'A' and 'B'. 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

7. Eligible applicants will be requested to attend for an interview to assess their suitability for those duties in which they expressed an interest. Selected candidates will be deployed according to both the outcome of such assessment and Public Service exigencies.

8. Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the Officer's submission. Scanned copies sent electronically are acceptable.

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

9. With the exception of those qualifications referred to in paragraphs 9.1 and 9.2 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.

9.1 Prior to requesting recognition statements as per paragraph 9 above in respect of their qualifications, candidates should first consult the "Malta Qualifications Database" of the MFHEA which may be accessed on <http://qualifications.ncfhe.gov.mt/#/dashboard>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 9 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

9.2 No recognition statement by MFHEA 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 MFHEA, which on the certificates states: 'The Malta Further and Higher Education Authority deems this certificate to be MQF ____'.

9.3 In the case of qualifications not covered by 9.1 and 9.2, applicants are to submit the recognition statement as described in paragraph 9. 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 for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MFHEA 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 MFHEA.

10. The result of the selection process will be published by the People Management Section, Finance and Administration Directorate, Office of the Prime Minister and exhibited on the noticeboard of the People and Standards Division at 3, Castille Place, Valletta.

10.1 Petitions objecting to the result of the selection process should reach the People Management Section, Finance and Administration Directorate, within the Office of the Prime Minister within ten (10) working days from the date of publication of the result.

Submission of Applications

11. Applications are to be submitted, for the attention of the People Management Section, Finance and Administration Directorate, Office of the Prime Minister, 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). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. Whilst in the case of Public Sector employees performing duties in the Public Service and RSSL employees, the HR Unit of the ministry /department issuing the call for application 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 performing duties in the Public Service, the HR Unit of the ministry /department issuing the call for application 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, 13th February 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.

12. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.
13. Applications which are received after closing date and time (i.e. late applications) are not allowed.
14. 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 latter, to submit any incorrect or incomplete or missing documents.
15. Selected officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

Dr. Joyce Cassar
Permanent Secretary (People and Standards)
Office of the Prime Minister

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