

## **Ministry for Home Affairs, Security and Employment**

### **Post of Assistance and Rescue Officer in the Civil Protection Department in the Ministry for Home Affairs, Security and Employment**

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

1. The Permanent Secretary, Ministry for Home Affairs, Security and Employment invites applications for the post of Assistance and Rescue Officer in the Civil Protection Department in the Ministry for Home Affairs, Security and Employment.

#### **Terms and Conditions**

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

2.2 The salary for the post of Assistance and Rescue Officer is Salary Scale 14, which in the year 2026 is equivalent to, €20,645.02 per annum, rising by annual increments of €316.83 up to a maximum of €22,546.

2.3 An Assistance and Rescue Officer will progress to Scale 13 (€22,217x €335.50 - €24,230 in the year 2026) on completion of five (5) years service in the grade and will further progress to Salary Scale 12 on completion of a further three (3) years' service in Salary Scale 13. Furthermore, an Assistance and Rescue Officer (Salary Scale 12) will further progress to Assistance and Rescue Officer (Salary Scale 11) following the successful completion of four (4) years in the grade of Assistance and Rescue Officers (Salary Scale 12) , subject to satisfactory performance .

2.4 Due to the nature of work, the post of Assistance and Rescue Officers also attracts allowances as specified in the Sectoral Agreement regulating the Conditions of Service for Officers serving within the Civil Protection Department Force.

2.5 During the time that the candidates are attending the course as Trainee Assistance and Rescue Officers, they will receive a salary commensurate to the entry point of Salary Scale 18 (€14,798 in the year 2026) until they are sworn in as Probationary Assistance and Rescue Officers.

2.6 Assistance and Rescue Officers will be conditioned to a forty (40) hour week on a 24 hour shift basis over seven (7) days (Monday to Sunday) or any other roster as determined by the Director General of the Civil Protection Department. Hours worked in excess of 40 hours will be paid at overtime rates as per Sectoral Agreement when time-off-in-lieu cannot be given.

2.7 Selected candidates must be of conduct which is appropriate to the post/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.

2.8 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](#)).

#### **Duties**

3. The job duties for the post of Assistance and Rescue Officer 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:

- 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 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 languages.
- iii. must be between eighteen (18) years of age and must have not attained their thirty-ninth (39) birthday by the closing date of this call for applications. Any Member of the Civil Protection Volunteer Corps who is above thirty-nine (39) years of age may still be eligible for appointment as an officer in the Assistance and Rescue Force if he has been active in the Corps for at least two (2) years.
- iv. must be in possession of a pass (at least at Grade 5 or C or a comparable level) at MQF Level 3 in two subjects or an equivalent qualification at MQF Level 3.
- v. must be medically fit in all respects, physically and mentally to be able to perform all Assistance and Rescue duties.
- vi. must be able to swim.
- vii. applications by candidates having tattoos and/or heavy body piercing and/or body modifications will be considered on a case-by-case basis, subject that such tattoos/piercing are covered by the uniform, and subject that contents of same tattoos is not offensive, racial etc.

**Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.**

4.2 i. Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 or else as indicated in paragraph 3.1 of the general provisions [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) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

ii. 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 credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. 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).

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, the requisite eligibility level 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

### Submission of Supporting Documents

5.1(a) Qualifications and experience claimed must be supported by certificates/transcripts 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

Selection Procedure

#### 6. PART ONE - PRELIMINARY MEDICAL/PHYSICAL EFFICIENCY TEST

6.1 Preliminary Medical Test;

6.2 Applicants will be subject to a Physical Efficiency Test to be held under a Selection Board appointed by the Director General of the Civil Protection Department, to ensure fitness to the Civil Protection Department Force standards.

The minimum standards of the Physical Efficiency Test will comprise of the following three components:

	Males
Females	
<b>1 Mile Run</b>	10 minutes
12 minutes	
<b>Push-Ups</b> (repetitions)	15
10	
<b>Sit-Ups</b> (repetitions)	25
20	

6.3 Candidates must at least attain the minimum standard in each component of the Physical Efficiency Test to be considered as having gained a pass in the Physical Efficiency Test. Candidates who fail in one component will be allowed to re-sit that one particular component within two weeks from the first complete component.

6.4 Only candidates who pass in all components of the physical test will proceed to the subsequent process.

6.5 Candidates who reach this level will be assessed for fear of heights, fear of darkness and fear for confined

space. Candidates who fail this test are considered not fit for the job.

6.6 Candidates who pass the preliminary medical and physical test will then proceed with the Selective Interview.

## 7. PART TWO - SELECTIVE INTERVIEW

A selective interview designed to bring to the fore those personal qualities in a candidate, such as personality, alertness, intelligence, personal bearing, courtesy, common sense, etc. required of an Assistance and Rescue Officer as well as knowledge with regards to the Civil Protection Department and its duties.

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 1000 and the pass mark is 600.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.4 have proven relevant work experience.

7.3 Only candidates who pass the Selective Interview may proceed to the Medical Test. The result of the Selective Interview will be considered as the final order of merit, which will remain valid for a period of two (2) years from the notification of the results.

## 8. MEDICAL TEST

Candidates who pass the selective interview will be called for a full medical test according to the final order of merit and subject to the availability of vacancies. Candidates who fail in any part of the full medical test will not be allowed to proceed any further and commence the Training Course.

## 9. TRAINING COURSE

Successful candidates in terms of paragraphs 6 - 8 above, will according to the order of merit obtained and subject to availability of vacancies, subsequently be required to undergo a full-time course of training of a duration of twenty (20) weeks with tests - including four (4) weeks of placement.

During the course of training, selected candidates will be known as Trainee Assistance and Rescue Officers (Salary Scale 18). Trainee Assistance and Rescue Officers will not be entitled to any vacation leave during their Training Course and will be subject to discipline.

Trainee Assistance and Rescue Officers admitted to the course, will be entitled to free issue of uniforms. They shall be required to perform practical duties, under supervision, which assignment would include night work and/or manual work as necessary.

The Training Course will include:

- a) intense and advanced fire and rescue modules for applicants to obtain the required skills to work within the Civil Protection Department;
- b) modules include team building exercises followed by live scenario training. Applicants must show competency in fire and rescue skills and specialised specific training areas of hazardous materials, rope access, marine, sea and industrial fires and other incidents;
- c) four weeks of work placement during the training period, to be conducted in all divisions of the Department of Civil Protection.

During the comprehensive course of training, the Trainee Assistance and Rescue Officers will be required to follow such study courses and sit for such examinations and other assessments as are laid down in the course of training, according to the course regulations. Trainees who repeatedly fail to reach the required standards may have their training terminated at any time.

The Director General of the Civil Protection Department can also terminate at any time the traineeship of a Trainee Assistance and Rescue Officer upon misbehaviour, bad attitude or lack of motivation.

The aforementioned comprehensive course will be held at the Academy for Disciplined Forces and/or in any other training institution as necessary.

On successful completion of the training a Certificate of Competence will be awarded to candidates.

Those who fail to reach the required standard will not be appointed Assistance and Rescue Officers and will

have their traineeship terminated.

On successful completion of the course, a Trainee Assistance and Rescue Officer will be appointed Assistance and Rescue Officer in Salary Scale 14 as specified in the Sectoral Agreement regulating the Conditions of Service for Officers serving within the Civil Protection Department Force.

## **Submission of Applications**

10.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Home Affairs, Security and Employment, 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 **5.15 pm (Central European Time) of Monday, 4th May, 2026**. 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.

10.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

10.4 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**

### **8. 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 Human Resources Office, Civil Protection Department . These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department [www.civilprotection.gov.mt](http://www.civilprotection.gov.mt) and [hr.cpd@gov.mt](mailto:hr.cpd@gov.mt).