

People Management Division,
Ministry for Health,
15, Palazzo Castellania,
Merchant Street,
Valletta VLT 1171

Date: Friday 29th April 2022

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

Post of Charge Nurse in Mount Carmel Hospital in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Charge Nurse in Mount Carmel Hospital in the Ministry for Health.

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 Charge Nurse is Salary Scale 7, which in the year 2022 is equivalent to, €26,438 per annum, rising by annual increments of €531.17 up to a maximum of €29,625.

2.3 A Charge Nurse, shall progress to Salary Scale 6 (€28,132 x €596.33 - €31,710) after three (3) years of satisfactory service in the grade.

2.4 A Charge Nurse shall receive an allowance of €500 per annum for any additional duties pertaining to the immediate clinical area she/he is assigned to as requested by Management from time to time. This allowance shall be payable in two (2) equal installments every year.

2.5 A Charge Nurse shall benefit from an annual fixed performance management allowance of €300 annually and a performance pay related allowance of up to a maximum of €1,200 per annum.

2.6 An appointee shall 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.

2.7 The appointee will be required to perform duties at Mount Carmel Hospital for a period of at least three (3) years from the date of appointment.

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. The job duties for the post of Charge Nurse may be viewed in Annex A attached to this Circular.

Further details of the job description of the post may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta VLT 1171, which may also be contacted by email at recruitment.health@gov.mt.

3.2 An appointee may be required to perform duties in any of the Healthcare services of Malta at the discretion of the Management.

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 **must be confirmed in their current appointment and who are in the grade of:**

a. Staff Nurse with at least seven (7) years service in the grade, including temporary and casual service; If appointed in the grade of Charge Nurse, these officers shall be obliged to undertake and complete a competency programme evaluation framework within a year from appointment. Failure to successfully complete the competency programme and evaluation framework shall lead to revocation of the appointment of Charge Nurse and reversion to previous grade.

OR

b. Staff Nurse with an aggregate of ten (10) years service in the class, including temporary and casual service, five (5) of which **must be in the grade of Staff Nurse**; If appointed in the grade of Charge Nurse, these officers shall be obliged to undertake and complete a competency programme evaluation framework within a year from appointment. Failure to successfully complete the competency programme and evaluation framework shall lead to revocation of the appointment of Charge Nurse and reversion to previous grade.

OR

c. Senior Staff Nurse in Salary Scale 8 or Salary Scale 7 with a minimum of five (5) years service in the grade of Staff Nurse or above, including temporary and casual service;

OR

d. Practice Nurse (Salary Scale 7) with a minimum of two (2) years of satisfactory service in the grade of Practice Nurse.

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 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.

4.4 (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.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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.

4.7 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 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta, VLT 1171, 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 the applicant). The GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Friday, 13th May, 2022. 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 People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta, VLT 1171. 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 Division are <https://deputyprimeminister.gov.mt> and recruitment.health@gov.mt.

Maureen Mahoney
Director General (People Management)
f/ Permanent Secretary