

Ministry for Home Affairs and Security

Post of Trainee Probation Officer in the Ministry for Home Affairs and Security

Nomenclatures denoting the male gender include also the female gender.

1. The Director (Probation and Parole), invites applications for the post of Trainee Probation Officer in the Department of Probation and Parole, Ministry for Home Affairs and Security.

Terms and Conditions

2.1 A selected candidate will enter into a twelve (12) month assignment as a Trainee Probation Officer in the Department of Probation and Parole, in the Ministry for Home Affairs and Security. This appointment is subject to a probationary period of three (3) months. The Traineeship contract will terminate if the trainee does not perform satisfactorily at the place of work or fail to complete the course successfully in the stipulated academic year. The Director may extend the definite contract for another period of twelve (12) months.

2.2 The salary for the post of Trainee Probation Officer is Salary Scale 12, which in the year 2026 is equivalent to, €23,816.00 per annum.

2.3 A Trainee Probation Officer shall apply for the Post-Graduate Diploma in Probation Services or equivalent. If, for unforeseen circumstances, the course will not be available during the appointed year, the Trainee Probation Officer has till the end of the following year to apply for the Post-Graduate Diploma in Probation Services or equivalent, otherwise the contract will be terminated. The Director may extend the definite contract for another period of one (1) year.

2.4 A Trainee Probation Officer will be appointed as a Probation Officer III (Salary Scale 8), which in year 2026 is €30,405.02 x €486.83 - €33,326.00 on successful completion of the Post Graduate Diploma in Probation Services or the equivalent at MQF Level 7.

2.5 The appointment of a Probation Officer III (Salary Scale 8), is subject to a probationary period of one (1) year.

2.6 A Probation Officer III (Salary Scale 8) will progress to Salary Scale 7, which in year 2026 is (€32,158.00 x €531.17 - €35,345.02) on completion of three (3) years service in the grade of Probation Officer III (Salary Scale 8), subject to satisfactory performance.

2.7 Probation Officers who are in possession of a relevant MQF Level 7 qualification in the Human and Social Sciences as determined by the Management from time to time shall be placed on Salary Scale 8 and continue to progress in accordance with the provisions of this agreement.

2.8 Trainee Probation Officers must have an aptitude for effective communication skills in building interpersonal relationships. They must have optimal interviewing and report writing skills. Strong organizational skills, time management skills, ability to handle confidential information with discretion and attention to detail are a must.

2.9 Trainee Probation Officers may be required to perform duties as part of a 24-hour emergency service.

2.10 Trainee Probation Officers must be prepared to work irregular hours according to the exigencies of the job.

2.11 Trainee Probation Officers will be expected to be in possession of, or are in the process of acquiring, a valid driving license. They are expected to use their own transport for their work and will be entitled to the appropriate approved allowance.

2.12 A Trainee Probation Officer will be bound to work with the Department of Probation and Parole for a determined period of time following the completion of the academic course. This is in view that the Department will be excusing the Trainee Probation Officer from work to pursue academic education. This is in line with the Sponsorships and Study Leave Manual issued by the Institute for the Public Services in 2018. The Trainee Probation Officer must sign the Form of Undertaking for Academic Education upon accepting the post.

2.13 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.

2.14 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 Trainee Probation 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 Malta 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 language
- iii. (a) in possession of the minimum requirements for admission to a recognised Post-Graduate Diploma in Probation Services at MQF Level 7, or an appropriate, comparable and recognised qualification, namely:

- First Degree Category II at MQF Level 6, (subject to a minimum of 180ECTS credits, or equivalent, in an area deemed relevant; or
- Honours Degree, second class at MQF Level 6 (subject to a minimum of 180ECTS credits or equivalent) in an area deemed relevant.

(b) needs to be successful in an interview conducted by the University of Malta to commence the course of Post-Graduate Diploma in Probation Services or equivalent.

(c) the Department shall endeavour to facilitate those appointees as Trainee Probation Officers who concluded the requisite Post-Graduate Diploma in Probation Services to conclude their Masters in same subject matter. This is without prejudice to the guarantee of the service delivery to clients.

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 iii. or else as indicated in paragraph 3.1 of the general provisions https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_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 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

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 - 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (Probation and Parole), Ministry for Home Affairs and Security, 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 24th July, 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.

7.2 It is the responsibility of the applicants not to leave until the last moment 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 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://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf or may be obtained from Department of Probation and Parole, Millennia Building, 3rd Floor, Aldo Moro Road, Marsa, MRS9065. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Department is recruitment.probation@gov.mt