Ministry for European Funds, Social Dialogue and Consumer Protection

Position of National Liaison Officer (European Labour Authority) in the Department for Industrial and Employment Relations within the Ministry for European Funds, Social Dialogue and Consumer Protection

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for European Funds, Social Dialogue and Consumer Protection invites applications for the position of National Liaison Officer (European Labour Authority) in the Department for Industrial and Employment Relations within the Ministry for European Funds, Social Dialogue and Consumer Protection.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a two (2) year assignment as a National Liaison Officer (European Labour Authority), in the European Labour Authority in Bratislava (Slovakia) on behalf of Malta, which may be renewed for further periods.

2.2 The position of National Liaison Officer (European Labour Authority) is subject to a probationary/trial period of one (1) year.

2.3 Since this is a position of trust, the position of National Liaison Officer (European Labour Authority) constitutes an objective reason which falls under Regulation 7(4)(b) (ii) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 Selected candidates must be of conduct which is appropriate to the 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 ealier 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.

2.5 Unsatisfactory performance as National Liaison Officer (European Labour Authority) during any time of this assignment period will lead to the termination of the Agreement.

2.6 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of National Liaison Officer (European Labour Authority).

2.7 The engagement as National Liaison Officer (European Labour Authority) is on a full-time basis and the selected candidate will be stationed in Bratislava (Slovakia).

2.8 The selected candidate must be able to move to Bratislava within one (1) month of being informed that she/he has been successful in the application process.

2.9 Public Sector employees selected for the position of National Liaison Officer (European Labour Authority) must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as National Liaison Officer (European Labour Authority) before signing their Agreement as National Liaison Officer (European Labour Authority).

2.10 In the case of a selected candidate emanating from a Public Sector entity and who is granted release by the entity in order to take up the position of National Liaison Officer (European Labour Authority), the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of National Liaison Officer (European Labour Authority).

2.11 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).

Salary pegged to the position

3.1 The Salary attached to the position of National Liaison Officer (European Labour Authority) is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €34,813.85 in 2026), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the later. In addition, for the duration of his/her Agreement, the National Liaison Officer (European Labour Authority) shall receive the benefits and allowances provided for in the Conditions of Service for Officers Serving Overseas.

3.2 The selected candidate will also be entitled, to a daily subsistence allowance and a monthly subsistence allowance depending on the distance between Malta and place of secondment (Bratislava), that will be payable from the European Labour Authority, equal to the amount established by the European Commission each year.

3.3 In cases where the selected candidate is already currently serving in a position at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.4 For the duration of the Agreement, the National Liaison Officer (European Labour Authority) shall abide by the "Conditions of Service for Officers Serving Overseas" (MFA 9/2015; CONDSER January 2026 V1.3) and which may be updated from time to time.

Duties

4. The job duties for the position of National Liaison Officer (European Labour Authority) may be viewed in Annex A attached to this Circular.

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; **or**
   b. citizens of the 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 Identita` should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b) 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.

Applicants must be:

ii. proficient in the Maltese and English languages (minimum at B2 level);

AND

iii. in possession of a recognised Masters qualification at MQF level 7 (subject to a minimum of 90 ECTS credits, or equivalent)* in European Studies or International Relations or Public Policy or Law or Social Sciences or Business Administration or in relevant areas as determined by Management plus one (1) year experience relevant to the position.

* A recognised Masters qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

OR

iv. in posession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent)* in European Studies or International Relations or Public Policy or Law or Social Sciences or Business Administration or in relevant areas as determined by Management, plus three (3) years work experience relevant to the position.

* A recognised comparable Bachelor's qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS credits.

Short courses leading to awards, as distinct from qualifications, do not have the required number of ECTS credits at the respective MQF level and, hence will not be considered for eligibility purposes.

In addition:

v. alternatively to 5.1 (ii), must have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union necessary for the performance of their duties. As the predominant working language of ELA is English, candidates must have an excellent command of spoken and written English; **and**

vi. must have at least three (3) years of professional experience in areas under the mandate of the Authority (including areas related to EU cross-border labour mobility, coordination of social security, posting of workers, free movement of workers, or labour inspections), preferably in a multi-language and multi-national context; **and**

vii. must have at least three (3) years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions; **and**

viii. must have worked for their employer on a permanent or contract basis for at least twelve (12) months before their secondment and shall remain in the service of that employer throughout the period of secondment; **and**

ix. possess sufficient IT skills to perform the tasks expected in the position.

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.

5.2 (i) In view of the specific nature of this position, candidates are expected to have obtained their qualification or be approved for the award of the qualification by the closing time and date of the call for applications.

(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).

5.3 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.4 Prospective applicants should note the requirement to produce MQRIC recognition statement 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).

https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf

Submission of Supporting Documents

6.1 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 on https://recruitment.gov.mt.

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director General, Department for Industrial and Employment Relations, within the Ministry for European Funds, Social Dialogue and Consumer Protection, 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 **5.15pm (Central European Time) of Friday, 4 December, 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.

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

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

8.4 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

9. **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 the Department for Industrial and Employment Relations, 121, Melita street, Valletta, VLT 1121. 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 are https://dier.gov.mt and applications-hr.dier@gov.mt