

Ministry for Home Affairs and National Security

POST OF JUNIOR ARCHITECT AND CIVIL ENGINEER IN THE CIVIL PROTECTION DEPARTMENT WITHIN THE MINISTRY FOR HOME AFFAIRS AND NATIONAL SECURITY

1. The Director of the Civil Protection Department, Ministry for Home Affairs and National Security invites applications for the post of Junior Architect and Civil Engineer in the Civil Protection Department within the Ministry for Home Affairs and National Security.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Junior Architect and Civil Engineer is Salary Scale 9, that is, €20,590 per annum, rising by annual increments of €447.33 up to a maximum of €23,274.

2.3 A Junior Architect and Civil Engineer will progress to Scale 8 (€21,951 x €486.83 - €24,872) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A person graduated in Architecture and Civil Engineering and in possession of warrant to practice as *Perit*, with at least three (3) years practice after obtaining the warrant of Architect and Civil Engineer, will enter directly into Salary Scale 8 as Architect and Civil Engineer.

2.5 An Architect and Civil Engineer (Salary Scale 8) with at least eight (8) years professional practice in the Public Service/Public Sector after obtaining warrant shall progress to Salary Scale 7 (€23,431 x €531.17 - €26,618) on completion of subject to satisfactory performance provided that the qualifying period of eight years will be reduced to six years in the case of Architects and Civil Engineers in possession of an approved postgraduate qualification.

2.6 A Junior Architect and Civil Engineer will form part of the Civil Protection Force and be conditioned to a forty- six (46) hour week on shift basis over seven (7) days (Monday to Sunday) or any other roster as determined by the Director Civil Protection.

2.7 The appointee will 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 of Malta and competent Union.

Duties

3. The duties of Junior Architect and Civil Engineer include:

- a) Carrying out of inspections with the aim of assessing and drawing up condition reports of CPD buildings, and other structures as necessary;
- b) Carrying out architectural surveys, assisting in designing interventions and preparation of Method Statements as necessary;
- c) Drawing up of tender documents including preparation of technical specifications and bills of quantities for the execution of restoration, rehabilitation and civil engineering projects as necessary;
- d) Carrying out site supervision of works;
- e) Liasing and collaborating with relevant entitites in drawing up effective strategies for management of builings;

- f) Participating in research and other activities aimed at upgrading techniques and methods and coordinating and implementing research projects;
- g) Implementing CPD programme of works;
- h) Assisting CPD Officers on sites of incidents if and when necessary;
- i) Performing other duties as may be deemed appropriate by Director CPD and/or representative;
- j) Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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) in possession of a relevant recognized qualification at MQF Level 6 with a minimum of 180 ECTS/ECVETS in Architecture and Civil Engineering;

AND

- (iv) warrant to practice as *Perit*.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

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 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 documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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 60.

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

Submission of applications

7. Applications, together with a *curriculum vitae* showing qualifications and experience, will be received by the Director of Civil Protection at the Civil Protection Department HQ, Mqabba Road, Ta' Kandja l/o Siggiewi by not later than **noon (Central European Time) of Friday, 19th January, 2018**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date. Further details concerning the submission of applications are contained in the general provisions referred to below.

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://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Civil Protection Department HQ, Mqabba Road, Ta' Kandja l/o Siggiewi. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and e-mail address of the receiving Department are civilprotection.gov.mt, 21462607 and civilprotection@gov.mt.

MINISTERU GĦALL-INTERN U S-SIGURTÀ NAZZJONALI

POST TA' JUNIOR ARCHITECT AND CIVIL ENGINEER FID-DIPARTIMENT TAL-PROTEZZJONI ĊIVILI FIL-MINISTERU GĦALL-INTERN U S-SIGURTA' NAZZJONALI

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur tal-Protezzjoni Ċivili, Ministeru għall-Intern u s-Sigurtà Nazzjonali jilqa' applikazzjonijiet għall-post ta' *Junior Architect and Civil Engineer* fid-Dipartiment tal-Protezzjoni Ċivili fil-Ministeru għall-Intern u s-Sigurtà Nazzjonali.

Termini u kundizzjonijiet

2.1 Din il-ħatra hija soġġetta għal perjodu ta' prova ta' tnax (12)-il xahar.

2.2 Is-salarju ta' *Junior Architect and Civil Engineer* huwa ta' Skala ta' Salarju 9, €20,590 fis-sena, li jiżdied b'€447.33 fis-sena sa massimu ta' €23,274.

2.3 Persuna fil-grad ta' *Junior Architect and Civil Engineer* titla' fi Skala 8 (€21,951 x €486.83 - €24,872) wara sentejn (2) servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna gradwata fl-*Architecture and Civil Engineering* li jkollha fil-pussess tagħha *warrant* biex tippattika bħala Perit u li jkollha minn tal-inqas tliet (3) snin prattika wara li otteniet il-*warrant* ta' *Architect and Civil Engineer*, tidhol direttament fi Skala ta' Salarju 8 bħala *Architect and Civil Engineer*.

2.5 Persuna fil-grad ta' *Architect and Civil Engineer* (Skala ta' Salarju 8) li jkollha fil-pussess tagħha minn tal-inqas tmien (8) snin prattika professjonali fis-Servizz Pubbliku/Settur Pubbliku wara li ġġib il-*warrant* tipprogressa għall-Skala ta' Salarju 7 (€23,431 x €531.17 - €26,618) jew sitt snin jekk ikollha xi kwalifika ta' wara l-gradwazzjoni xierqa u rikonoxxuta, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.6 *Junior Architect and Civil Engineer* jiffirma parti mill-Forza tad-Dipartiment tal-Protezzjoni Ċivili u jkun bil-kundizzjoni għal ġimgħa ta' xogħol ta' sitta u erbgħin (46) siegħa fuq *shift basis* fuq sebat (7) ijiem (mit-Tnejn sal-Ħadd), jew *roster* ieħor kif magħżul mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili.

2.7 Il-persuna nnominata tkun intitolata għal benefiċċji oħra u soġġetta għall-kundizzjonijiet u obbligi li jkunu mniżżlin fi kwalunkwe ftehim rilevanti bejn il-Gvern ta' Malta u l-Union kompetenti.

Dmirijiet

3. Id-dmirijiet ta' persuna fil-kariga ta' *Junior Architect and Civil Engineer* jinkludu:

- a) Spezzjonijiet biex ikun jista' jsir assessjar u jithejjew rapport dwar il-kundizzjoni ta' binjiet tad-Dipartiment tal-Protezzjoni Ċivili u strutturi oħra kif meħtieġ;
- b) Sfharrig arkitettoniku, għajnuna fid-disinn ta' interventi u thejjija ta' *Method Statements* kif meħtieġ;
- c) Thejjija ta' dokumenti għal sejhiet għall-offerti, li jinkludu speċifikazzjonijiet tekniċi u *bill of quantities* għat-twertiq ta' proġetti ta' restawr, rijabilitazzjoni u inginerija ċivili fejn meħtieġ;
- d) Superviżjoni fuq lantijiet tax-xogħol;
- e) Kordinazzjoni u kollaborazzjoni mal-entitajiet relevant fit-thejjija ta' strateġiji effettivi għall-immaniġġar ta' binjiet;
- f) Parteċipazzjoni f'riċerka u attivitajiet oħra bil-għan li tittejjeb it-teknika u l-metodi u li jkun hemm kordinazzjoni u implimentazzjoni ta' proġetti ta' riċerka;
- g) Implimentazzjoni tal-programmi ta' ħidma tad-Dipartiment tal-Protezzjoni Ċivili;
- h) Assistenza lill-Uffiċjali tad-Dipartiment tal-Protezzjoni Ċivili fuq il-post ta' incidenti jekk u meta jkun meħtieġ;

- i) Twettiq ta' xogħol ieħor skont l-esiġenzi kif indikat mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili u/jew rappreżentant/a tiegħu;
- j) Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

Rekwiżiti tal-eliġibbiltà

4.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- (i) (a) ċittadini ta' Malta; jew
- (b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew
- (c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqlieq ħieles tal-ħaddiema; jew
- (d) kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma persuni msemmija f'(a), (b) jew (ċ), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew
- (e) ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18 (3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji.

Il-parir tad-Dipartiment għall-Affarjiet taċ-Ċittadinanza u *Expatriates* fi hdan l-Aġenzija *Identity Malta* għandu jiġi mfittex skont il-ħtieġa fl-interpretazzjoni tal-provvedimenti imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (ċ), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. *Jobsplus* għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

(ii) ikunu profiċjenti fl-użu tal-lingwa Maltija u Ingliża;

(iii) ikollhom fil-pussess tagħhom kwalifika rikonnexuta u rilevanti f'livell ta' MQF 6 b'minimu ta' 180 ECTS/ECVETS f'area speċifika u rilevanti (*Architecture and Civil Engineering*);

U

(iv) *warrant* biex jippratikaw bħala Perit.

4.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba. Kwalifika ta' Masters f'livell 7 ta' MQF, jew ekwivalenti, għandha tinkludi minimu ta' 60 ECTS/ECVETS krediti, fir-rigward ta' korsijiet li bdew minn Ottubru 2008.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki imsemmija hawn fuq formalment xorta jiġu ikkunsidrati, basta jipprovdu evidenza li ġew appovati għall-għoti tal-kwalifiki imsemmija jew inkella jkunu lestew b'suċċess il-krediti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell tal-MQF rikonnexut, kif mitlub fil-kriterji tal-eliġibbiltà ta' hawn fuq jew ogħla, sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet.

4.3 Uffiċjali Pubbliċi li għandhom grad fi klassi partikolari, u li ngħataw il-ħatra ta' *Officer in Scale* permezz ta' deċiżjoni tal-*Grievances Unit* fl-istess skala ta' dak ta' grad oġġla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad oġġla bl-istess skala ta' dik tal-ħatra ta' *Officer in Scale*.

Is-snin ta' servizz mid-data ta' meta giet effettiva l-ħatra bħala *Officer in Scale* jgħoddu bħala parti mis-snin ta' servizz mitluba fis-sejħha t'applikazzjonijiet.

Kwalunkwe kriterju ieħor t'eliġibbiltà għall-post irid jiġi sodisfatt skont din is-sejħha t'applikazzjonijiet.

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-*Service and Leave Record Form* (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat riċenti tal-Kondotta maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

4.5 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'dan il-grad, skont 4.1 - 4.4 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejħha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti prospettivi għandhom jaraw il-proviżżjonijiet ġenerali marbuta ma' din is-sejħha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonossiment tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-link aktar 'l isfel).

Sottomissjoni ta' dokumentazzjoni

5.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun mehmuża mal-applikazzjoni. Kopji *scanned* mibgħuta b'mod elettroniku huma aċċettati.

5.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-għażla

6.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-post. Il-marka massima għal dan il-proċess tal-għażla hija 100 u l-marka li persuna trid iġġib biex tgħaddi hija 60.

6.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 4.1 - 4.4, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

7. L-applikazzjonijiet flimkien mal-*curriculum vitae* li juru l-kwalifiki u l-esperjenza, jintlaqgħu mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili fil-Kwartieri Ġenerali tad-Dipartiment tal-Protezzjoni Ċivili, Mqabba Road, Ta' Kandja limiti tas-Siġġiewi sa mhux aktar tard **min-nofs in-nhar** (*Central European Time*) **ta' nhar il-Ġimgħa, 19 ta' Jannar, 2018**. L-applikazzjonijiet jistgħu ukoll jiġu sottomessi permezz tal-*Online Government Recruitment Portal* fuq <http://recruitment.gov.mt> sal-ħin u d-data tal-għeluq ta' din is-sejħha għall-applikazzjonijiet, kif indikat hawn fuq. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provvedimenti ġenerali msemmija hawn isfel.

Provvedimenti ġenerali oħra

8. Provvedimenti ġenerali oħra dwar din is-sejħha għall-applikazzjonijiet, b'referenza partikolari għall-:

- benefiċċji applikabbli, kundizzjonijiet u regoli/regolamenti;
- bdil raġonevoli għall-persuni rreġistrati b'diżabilità;
- sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki;
- pubblikazzjoni tar-riżultat;
- eżami mediku;
- proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
- aċċess għall-formola tal-applikazzjoni u dettalji relatati;
- żamma ta' dokumenti;

jistgħu jiġu aċċessati permezz tas-sit elettroniku tad-Divizjoni dwar Nies u *Standards* fl-indirizz <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> jew jinkisbu mill-Kwartieri Ġenerali tad-Dipartiment tal-Protezzjoni Ċivili, Triq l-Imqabba, Ta' Kandja limiti Siġġiewi. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Is-sit elettroniku, numru tal-fax u indirizz elettroniku tad-Dipartiment huma civilprotection.gov.mt, 21462607 u civilprotection@gov.mt.