

Ministry for Home Affairs and National Security

POST OF ASSISTANCE AND RESCUE OFFICER IN THE CIVIL PROTECTION DEPARTMENT IN THE MINISTRY FOR HOME AFFAIRS AND NATIONAL SECURITY

Nomenclatures denoting the male gender include also the female gender.

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

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of Assistance and Rescue Officer is Salary Scale 14, that is, €14,928 per annum, rising by annual increments of €316.83 up to a maximum of €16,829.

2.3 An Assistance and Rescue Officer will progress to Scale 13 (€15,955 x €335.50 - €17,968) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 An Assistance and Rescue Officer will further progress to Salary Scale 12 (€17,026 x €354 - €19,150) on completion of a further three (3) years service in the grade of Assistance and Rescue Officer (Salary Scale 13).

2.5 Assistance and Rescue Officers performing full-time sea-going duties will be entitled to receive the approved sea-going allowance of €559.05 per annum which is to be reduced on a pro-rata basis for all absences except for vacation leave. In addition they will be entitled to:

2.5.1 If on continuous sea duties in excess of 12 hours but less than 24 hours €11.65 per capita for every such duty.

2.5.2 If on continuous sea duty in excess of 24 hours €11.65 for the first 24 hours and €18.64 for every successive period of 24 hours or part thereof.

2.6 Assistance and Rescue Officers will be conditioned to a forty six (46) hour week on a 24 hour shift basis over seven (7) days (Monday to Sunday) or any other roster as determined by the Director Civil Protection. Hours worked in excess of 46 hours will be paid at overtime rates (one and a half times), when time-off-in-lieu cannot be given.

2.7 Assistance and Rescue Officers will be considered for appointment to higher posts within the Department of Civil Protection provided they satisfy the established eligibility requirements for such higher posts.

2.8 The appointment is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general, and the Department of Civil Protection in particular, and involves liability to transfer according to the exigencies of the Public Service.

Duties

3. The duties of an Assistance and Rescue Officer include:

- (a) reports directly to the Leading Assistance and Rescue Officer;
- (b) undertakes to respond to a call in consequences of a fire or disaster/emergency or other similar occurrences necessitating immediate attention;

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- (c) tackles the immediate effects of a disaster, and provides assistance to rescue and help victims;
- (d) handles related appliances, machinery and equipment;
- (e) assists Leading Assistance and Rescue Officer in carrying out inspections for fire-proofing;
- (f) may be required to work at sea;
- (g) any other duties as directed by the Director, Civil Protection Department and/or his representative;
- (h) 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) Preference will be given to applicants who have relevant related experience in "Assistance and Rescue" field with both Government organisations or Non-Governmental Organisations;
- (iv) physically fit to carry out fully the duties expected of an Assistance and Rescue Officer.

Certificates of training, in related areas to the duties performed by an Assistance and Rescue Officer conducted by competent authorities including the Civil Protection Department, will be considered an asset.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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 aforementioned 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. PART ONE – PRELIMINARY MEDICAL TEST / PHYSICAL EFFICIENCY / PERSONAL ASSESSMENT – PRELIMINARY INTERVIEW

6.1 Preliminary Medical Test

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

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

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

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 a week from the first complete component.

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

6.3 Candidates that 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.

6.4 Personal Assessment / Preliminary Interview

Candidates will be assessed/interviewed by a Selection Board to acknowledge the basic logistical standard requirement.

6.5 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.

6.6 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.

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

6.8 PART THREE - MEDICAL TEST

A full medical test will be carried out to all successful candidates.

Candidates who fail in the interview and/or in any part of the medical tests will not be considered fit for duty.

6.9 PART FOUR – TRAINING COURSE

Successful candidates in terms of paragraph 6.1 - 6.8 above will, according to the order of merit obtained at this stage and subject to availability of vacancies, subsequently be required to undergo a full-time course of training of a duration of eighteen (18) weeks with tests – including 2 weeks of placement. The final order of merit will be determined by the total marks obtained during the whole course of training.

During the course of training and until the publication of the result at the end of the course, selected applicants will be known as Trainee Assistance Rescue Operatives. Candidates will be subject to discipline, even during the traineeship period.

Candidates admitted to the course, who shall be known as Trainee Assistance Rescue Operatives, 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 CPD;
- b) modules include team building exercises followed by live scenario training. Applicants must show competency in fire and rescue skills and specialized specific training areas of hazardous materials, rope access, marine, sea and industrial fires and other incidents.
- c) two weeks of work placement during the training period, to be conducted in all divisions of the Department for Civil Protection;

During the comprehensive course of training, the Trainee Assistance Rescue Operatives 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 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 shall be awarded to candidates.

The final order of merit will be determined by the total marks obtained during the whole course of training. Those who fail to reach the required standard will not be appointed Assistance Rescue Officers and will have their traineeship terminated.

6.10 Trainees who, on the closing day of the receipt of applications are not in Public Service/Public Sector will receive the current basic minimum wage, the cost of living allowance and bonus (*pro-rata*) in accordance with the relative legislation. Applicants who are already bound by some other agreement of apprenticeship shall be precluded from joining the traineeship scheme unless they obtain a certificate of release from the Jobsplus.

6.11 Trainees who, on the closing day of applications are in Public Service/Public Sector will be considered as transferred in the case of Public Officers and on secondment in the case of Public Sector employees and will be paid the minimum salary of Salary Scale 14 (i.e. €14,928 in year 2018), unless their salary is higher than the minimum of Salary Scale 14 and not in excess of the maximum of Scale 12 (€19,150 in the year 2018), in which case they will continue to receive their salary of their substantive grade/indefinite status/of a definite contract of employment for the whole period of training.

Selected applicants who are employees of Public Sector entities must make their own arrangements for their release.

6.12 On the successful completion of the course, a Trainee Assistance Rescue Operatives will be appointed Assistance Rescue Officer in Scale 14 as per paragraph 2.1, in accordance with the order of merit obtained following the end of the training course and subject to the availability of vacancies. The result will remain valid for two (2) years.

Submission of applications

7. Applications, together with a *curriculum vitae* showing qualifications and experience, will be received by Director of the Civil Protection Department at the Civil Protection Department HQ, Ta' Kandja l/o Siġġiewi by not later than **noon (Central European Time) of Friday, 09th February 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 HR Office, Civil Protection Department, Ta' Kandja I/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' ASSISTANCE AND RESCUE OFFICER FID-DIPARTIMENT TAL-PROTEZZJONI ĊIVILI FIL-MINISTERU GĦALL-INTERN U S-SIGURTÀ 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' *Assistance and Rescue Officer* fil-Forza tad-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' sitt (6) xhur.

2.2 Is-salarju ta' *Assistance and Rescue Officer* huwa ta' Skala ta' Salarju 14, €14,928 fis-sena, li jiżdied b'€316.83 fis-sena sa massimu ta' €16,829.

2.3 Persuna fil-grad ta' *Assistance and Rescue Officer* titla' fi Skala 13 (€15,955 x €355.50 - €17,968) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.4 Persuna fil-grad t'*Assistance and Rescue Officer* titla' fi Skala 12 (€17,026 x €354 - €19,150) wara tlett (3) snin servizz fi Skala 13, dejjem jekk tkun qdiet dmirha b'mod sodisfaċenti.

2.5 *Assistance and Rescue Officers* li jaqdu dmirijiet ta' natura *sea-going* fuq bażi *full-time* ikunu intitolati jirċievu *sea-going allowance* ta' €559.05 fis-sena, li titnaqqas fuq bażi *pro-rata* għal kull assenza apparti *vacation leave*. Minbarra dan, huma jkunu intitolati għal:

2.5.1 Meta jkunu fuq *sea duty* kontinwu għal aktar minn 12-il siegħa iżda għal anqas minn 24 siegħa, €11.65 kull persuna għal kull *duty*.

2.5.2 Meta jkunu fuq *sea duty* għal aktar minn 24 siegħa, €11.65 għall-ewwel 24 siegħa u €18.64 għal kull perjodu ta' 24 siegħa suċċessiv, jew parti minnhom.

2.6 *Assistance and Rescue Officers* ikunu bil-kundizzjoni għal ġimgħa ta' xogħol ta' sitta u erbgħin (46) siegħa fuq *shift basis* ta' erbgħa u għoxrin (24) siegħa fuq sebat (7) ijiem (mit-Tnejn sal-Ħadd), jew *roster* ieħor kif magħżul mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili. Sigħat maħdumin aktar minn sitta u erbgħin (46) siegħa jithallsu b'rati ta' *overtime* (siegħa-siegħa u nofs), sakemm ma jkunx jista' jinghata *time-off-in-lieu*.

2.7 *Assistance and Rescue Officers* ikunu kkunsidrati għal *appointment* f'postijiet iktar għolja fi hdan id-Dipartiment tal-Protezzjoni Ċivili sakemm jissodisfaw ir-rekwiżiti ta' eliġibbiltà għal dawn il-postijiet.

2.8 Dan l-*appointment* hu fuq bażi *full-time* u hu suġġett għar-regolamenti li jiggvernaw minn żmien għall-ieħor lis-Servizz Pubbliku in ġenerali, partikolarment lid-Dipartiment tal-Protezzjoni Ċivili, u jinvolvi l-possibiltà ta' *transfer* skont l-esiġenzi tas-Servizz Pubbliku.

Dmirijiet

3. Id-dmirijiet ta' persuna fil-ħatra t'*Assistance and Rescue Officer* jinkludu:

- (a) li tirraporta direttament lil-*Leading Assistance and Rescue Officer*;
- (b) tirrispondi għall-sejħiet f'każijiet ta' nirien jew diżastri/emergenzi jew każijiet simili li jirrikjedu attenzjoni immedjata;

- (c) tirrispondi b'mod immedjat f'każijiet ta' diżastru u tipprovdi assistenza ta' salvataġġ u għajjnuna lill-vittmi;
- (d) tuża makkinarju u apparat relatat max-xogħol;
- (e) tassisti lil-*Leading Assistance and Rescue Officer* waqt spezzjonijiet ta' *fire-proofing*;
- (f) jista' jkun hemm il-ħtieġa li taħdem fuq il-baħar;
- (g) kull xogħol ieħor li jista' jingħata minn żmien għal żmien mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili u/jew rappreżentant tiegħu;
- (h) dmirjiet 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-sejħha 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-ċaqleq 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-ċaqleq 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 (c), 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-Affarijiet taċ-Ċittadinanza u *Expatriates* fi ħdan l-Aġenzija *Identity Malta* għandu jiġi mfittex skont il-ħtieġa fl-interpretazzjoni tal-provvedimenti imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (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 fil-lingwa Maltija u dik Ingliża;
- (iii) Preferenza tingħata lil applikanti li jkollhom esperjenza fil-qasam tal-għajjnuna u s-salvataġġ kemm mal-Gvern jew ma Organizzazzjonijiet mhux Governattivi;
- (iv) ikunu f'qagħda ta' saħħa fiżika tajba sabiex ikunu kapaci jaqdu d-dmirjiet ta' *Assistance and Rescue Officer*.

Ċertifikati ta' taħriġ f'oqsma relatati mad-doveri ta' *Assistance and Rescue Officer*, maħruġa minn Awtoritajiet kompetenti, inkluż id-Dipartiment tal-Protezzjoni Ċivili, jitqiesu b'mod favorevoli.

4.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbilita', sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki imsemmija hawn fuq formalment xorta jiġu ikkunsidrati, basta jipprovdur evidenza li ġew appovvati għall-ghoti tal-kwalifiki imsemmija jew inkella jkunu lestew b'suċċess il-krediti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bhala parti minn programm ta' studju ta' livell tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eliġibbilita' ta' hawn fuq jew ogħla, sal-ħin u d-data tal-għeluq ta' din is-sejha 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 ogħla fl-istess klassi, huma eliġibbli li japplikaw għal gradi miftuħa għal uffiċjali li għandhom tali grad ogħla bl-istess skala ta' dik tal-ħatra ta' *Officer in Scale*.

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

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

4.4 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-post li l-persuna qed tapplika għaliha (applikanti li diġa' 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 awtorita' 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-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

4.6 L-applikanti prospettivi għandhom jaraw il-proviżżjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorita' 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 originali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-għażla

6. L-EWWEL PARTI - EŻAMI MEDIKU PRELIMINARI / EFFIĊJENZA FIŻIKA / INTERVISTA TA' ASSESSJAR – INTERVISTA PRELIMINARI

6.1 Eżami mediku preliminari;

6.2 L-applikanti li jikkwalifikaw ikunu meħtieġa li joqogħdu għat-test ta' Effiċjenza Fiżika, taħt Bord ta' Għażla maħtur mid-Direttur tad-Dipartiment tal-Protezzjoni Ċivili, biex jiġi żgurat li jkunu f'saħħithom skond l-*standards* tad-Dipartiment tal-Protezzjoni Ċivili.

Il-livell minimu tat-Test fl-Effiċjenza Fiżika hu magħmul minn dawn it-tliet partijiet:

Ġirja ta' Mil

Irgiel

Nisa

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	10 minuti	12 il-minuta
Push-Ups (Repetittivi)	15	10
Sit-Ups (Repetittivi)	25	20

Il-kandidati jridu mill-anqas jilħqu l-*istandard* minimu f'kull parti tat-test fl-Effiċjenza Fiżika, biex jitqiesu li għaddew mit-test fl-Effiċjenza Fiżika. Il-kandidati li ma jgħaddux f'xi wieħed mill-partijiet tat-test fl-Effiċjenza Fiżika, ikunu jistgħu jerġgħu joqgħodu għal *re-sit* ta' dak it-test partikulari, fi żmien ġimgħa wara li jkun sar l-ewwel test komplut.

Huma dawk il-kandidati biss li jgħaddu mill-partijiet kollha tat-test fl-Effiċjenza Fiżika li jithallew ikomplu l-proċess li jmiss.

6.3 Il-kandidati li jilħqu dan il-livell jiġu ġgudikati fuq jekk jibzġhux mill-għoli, jekk jibzġhux mid-dlam u jekk jibzġhux minn spazji ristretti. Il-kandidati li ma jgħaddux minn dan it-test jitqiesu bħala li mhumiex adattati għal dan ix-xogħol.

6.4 Assessjar personali / Intervista preliminari

Il-kandidati jiġu assessjati / intervistati minn Bord tal-Għażla biex jiġi rikonoxxut ir-rekwiżit bażiku ta' standards loġistiċi.

6.5 IT-TIENI PARTI - INTERVISTA SELETTIVA

Intiża biex ikunu magħrufa dawk il-kwalitajiet personali tal-kandidati, bħal personalità, zveltezza, intelligenza, komportament personali, kortesija, sens komun, u oħrajn, meħtieġa minn *Assistance and Rescue Officer* kif ukoll għarfien dwar id-Dipartiment tal-Protezzjoni Ċivili u l-funzjonijiet/dmirijiet tiegħu.

6.6 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 1000 u l-marka li persuna trid iġġib biex tgħaddi hija 600.

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

6.8 IT-TIELET PARTI - EŻAMI MEDIKU

Il-kandidati kollha li jkunu għaddew b'suċċess jkunu suġġetti li jagħmlu eżami mediku.

Il-kandidati li ma jgħaddux mill-intervista u/jew minn xi wieħed mill-eżamijiet mediċi ma jithallewx isegwu l-kors ta' taħriġ.

6.9 IR-RABA' PARTI – KORS TA' TAHRIG

Persuni magħzula skont paragrafi 6.1 – 6.8 hawn fuq, skont l-ordni tal-mertu miksub f'dan l-istadju u skont id-disponibbiltà tal-vakanzi, ikunu meħtieġa li jagħmlu kors ta' taħriġ full-time ta' tmintax-il (18) ġimgħa li jinkludi eżamijiet – inkluż ġimgħatejn (2) ta' xogħol. L-ordni tal-mertu finali se jkun iddeterminat mill-marki totali miksuba matul il-kors ta' taħriġ sfiħ.

Matul il-kors ta' taħriġ u sakemm jiġi ppubblikat ir-riżultat fl-aħħar tal-kors, il-persuni magħzula jissejju bħala *Trainee Assistance Rescue Operatives*. Matul il-kors ta' taħriġ kif ukoll wara li jintemm, persuni magħzula jkunu suġġetti għad-dixxiplina.

Persuni li jkunu daħlu għall-kors, li jissejġu *Trainee Assistance Rescue Operatives*, ikunu intitolati għall-uniformijiet bla ħlas. Huma għandhom iwettqu d-dmirijiet prattiċi, taħt superviżjoni, li jinkludu xogħol bil-lejl u/jew xogħol manwali, kif meħtieġ.

Il-kors ta' taħriġ jinkludi:

- a) lezzjonijiet dwar tifi tan-nar biex it-*Trainee* jitgħallem il-livell meħtieġ biex jaħdem mad-Dipartiment tal-Protezzjoni Ċivili;
- b) lezzjonijiet fuq *team building* ibbażati fuq sitwazzjonijiet reali. It-*Trainee Assistance Rescue Operatives* iridu juru kompetenza fit-tifi tan-nar u salvataġġ u taħriġ speċjalizzat ieħor, bħal materjal perikoluż, aċċess bil-ħabel, inċidenti fuq il-baħar u dawk industrijali u inċidenti oħra;
- c) ġimgħatejn (2) ta' xogħol matul il-perjodu ta' taħriġ, fit-taqsimiet kollha tad-Dipartiment tal-Protezzjoni Ċivili;

Matul il-kors ta' taħriġ komprensiv, it-*Trainee Assistance Rescue Operative* ser ikun meħtieġ li jsegwi korsijiet ta' studju u joqgħod għall-eżamijiet u assessjar ieħor kif inhu indikat fil-kors ta' taħriġ, skont ir-regolamenti tal-kors. Rekluti li ripetutament jonqsu milli jilħqu l-*standards* meħtieġa, jista' jkollhom it-taħriġ tagħhom terminat f'kwalunkwe hin.

Il-kors komprensiv imsemmi hawn fuq se jsir fl-Akkademja tal-Korpi Dixxiplinati u/jew kwalunkwe istituzzjoni oħra ta' taħriġ kif meħtieġ.

Persuni li jtemmu b'suċċess it-taħriġ, jingħatalhom ċertifikat ta' kompetenza.

L-ordni tal-mertu finali ser jiġi stabbilit skont il-marki totali miksuba matul il-kors kollu ta' taħriġ. Dawk li jonqsu li jilħqu l-livell meħtieġ, ma jiġux maħtura *Assistance and Rescue Officers* u jkollhom ir-reklutaġġ tagħhom mitmum.

6.10 Rekluti (*Trainees*) li, sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, mhumiex fis-Servizz Pubbliku/Settur Pubbliku ser jirċievu l-paga basika minima kurrenti, il-kumpens tal-għoli tal-ħajja u l-bonus (pro-rata) skont il-leġislazzjoni relattiva. Persuni li diġa' huma marbutin b'xi kuntratt ieħor ta' apprendistat jiġu miżmuma milli jidhlu fl-iskema ta' reklutaġġ sakemm ma jġibux ċertifikat ta' rilaxximent mill-Jobsplus.

6.11 Rekluti (*Trainees*) li, sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, huma fis-Servizz Pubbliku/Settur Pubbliku jiġu kkunsidrati bħala trasferiti fil-każ ta' Uffiċjali Pubbliċi, jew *on secondment* fil-każ ta' impjegati fis-Settur Pubbliku u jithallsu l-minimu tas-Salarju ta' Skala 14 (jigifieri €14,928 fis-sena 2018), sakemm is-salarju tagħhom ma jkunx oġġla mill-minimu ta' Skala tas-Salarju 14 u mhux iżjed mill-massimu ta' Skala 12 (€19,150 fis-sena 2018), f'liema każ jibqgħu jirċievu s-salarju sħiħ tagħhom tal-grad sustantiv/status indefinit/ta' kuntratt ta' impjieg definit tagħhom għall-perjodu kollu tat-taħriġ.

Persuni magħżula, li huma impjegati f'entitajiet tas-Settur Pubbliku, għandhom jagħmlu l-arranġamenti huma biex jiġu rilaxxati mill-post tax-xogħol tagħhom.

6.12 Persuni li jkunu temmew il-kors b'suċċess, *Trainee Assistance Rescue Operatives* ser jiġi maħtur *Assistance and Rescue Officer* fi Skala 14 skont paragrafu 2.1, skont l-ordni tal-mertu miksub wara l-kors ta' taħriġ u skont id-disponibbiltà tal-vakanzi. Ir-riżultat ser jibqa' jgħodd għal sentejn (2).

Sottomissjoni tal-applikazzjoni

7. L-applikazzjonijiet flimkien mal-*curriculum vitae* li juru l-kwalifiki u l-esperjenza, jintlaqgħu mid-Direttur tal-Protezzjoni Ċivili fil-Kwartieri Ġenerali tad-Dipartiment tal-Protezzjoni Ċivili f'Ta' Kandja limiti tas-Siġġiewi, sa mhux aktar tard **min-nofs in-nhar (Central European Time) ta' nhar il-Ġimgħa, 09 ta' Frar 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-sejħa għall-applikazzjonijiet, kif

indikar 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-sejha 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-Uffiċċju tar-Riżorsi Umani fid-Dipartiment tal-Protezzjoni Ċivili f'Ta' Kandja limiti tas-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