

Cleansing and Maintenance Division
Corradino Industrial Estate
Paola

14th September 2018

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

**POST OF PUBLIC CLEANSING OFFICER IN THE CLEANSING AND MAINTENANCE DIVISION
WITHIN THE MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNMENT**

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Cleansing and Maintenance Division within the Ministry for Justice, Culture and Local Government invites applications for the post of Public Cleansing Officer in the Cleansing and Maintenance Division within the Ministry for Justice, Culture and Local Government.

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 Public Cleansing Officer is Salary Scale 9, that is, €20,590 per annum, rising by annual increments of €447.33 up to a maximum of €23,274.

Duties

3. The duties of a Public Cleansing Officer in the Cleansing and Maintenance Division include:

- a) Ensuring the efficient delivery of public cleansing services provided by the Cleansing and Maintenance Division in urban roads and rural areas;
- b) Assuming responsibility for the direction and control of the workforce under his charge engaged on work within the various sections of the Cleansing and Maintenance Division, such as upkeep of public conveniences, the collection of bulky waste from households and cleansing works;
- c) Ensuring the proper utilization of human resources, plant equipment, materials and stores;
- d) Providing assistance to the Principal Public Cleansing Officers and other superior officers of the Cleansing and Maintenance Division regarding managerial efficiency direction and control;
- e) Contributing to the co-ordination of efforts between the Division, other departments and other entities in the sphere of works and services required for the keeping of public areas clean and free from litter and other waste;
- f) Assigning jobs and formulating daily reports regarding the allocation of staff and the issue of material throughout the approved programme of works entrusted to him/her;

- g) Monitoring progress and reporting on any problem areas;
- h) Conducting site visits to monitor the productivity and efficiency of the workforce and comparing results with forecasts and estimates;
- i) Ensuring and enforcing conduct, discipline, punctuality, health and safety and welfare of workforce;
- j) Assisting the Director General, Directors and Assistant Directors and other superior officers in the processing of disciplinary reports and procedures and maintaining good public relations;
- k) 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 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 are in the grade of Senior Public Cleansing Foreman and whose appointment in such grade has been confirmed. Public officers applying for a higher post must be confirmed in their current (or previous) appointment (as the case may be).

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 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

Submission of supporting documentation

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 on <https://recruitment.gov.mt>. Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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 4.2, have proven relevant work experience.

Submission of applications

7. Applications are to be submitted for the attention of the Director General, Cleansing and Maintenance Division, Ministry for Justice, Culture and Local Government, through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47), in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **noon (Central European Time) of Monday, 1st October 2018**. 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.

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;
- 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 Cleansing and Maintenance Division, Corradino Industrial Estate, Paola. 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 www.mjcl.gov.mt and hr.cleansing@gov.mt.

Ramon Deguara
Director General, Cleansing and Maintenance Division
Ministry for Justice, Culture and Local Government

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