

## **Ministry for European Affairs and Equality**

### **POSITION OF CHIEF COORDINATOR IN THE PLANNING AND PRIORITIES COORDINATION DIVISION, THE FUNDS AND PROGRAMMES DIVISION AND THE STRATEGY AND IMPLEMENTATION DIVISION IN THE MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary (Administration), Ministry for European Affairs and Equality invites applications for the positions of Chief Coordinator in the Planning and Priorities Coordination Division, the Funds and Programmes Division and the Strategy & Implementation Division in the Ministry for European Affairs and Equality (MEAE).

#### **Duration of assignment and Conditions**

2.1 A selected candidate will enter into a three (3) year assignment as a Chief Coordinator. Unsatisfactory performance as Chief Coordinator during the assignment period will lead to termination of the assignment.

2.2 The position of Chief Coordinator is subject to a probationary period of one (1) year.

2.3 Since this position is time barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 If the selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, he/she will retain his/her substantive grade/indefinite status during the assignment period and will revert to his/her substantive grade/indefinite status on the termination of the assignment. In the case of a selected candidate who is not a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, his/her service with MEAE as well as with the Maltese Government will be discontinued in case of termination of assignment.

2.5 If a selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, and during the assignment period is appointed to a grade with a Salary Scale higher than Scale 4, he/she will be expected to relinquish the duties of Chief Coordinator and be transferred to duties pertinent to his/her new grade. However, if the substantive salary of a selected candidate becomes higher than the maximum of Scale 4 through progression, he/she will be allowed to complete his/her term of engagement as provided by the assignment in force.

2.6 If on the closing date of the call for applications, the selected candidate is a serving Public Officer who is already substantively in a grade equivalent to or above Grade 5, he/she will retain his/her substantive grade. On successful completion of two terms of three years each as Chief Coordinator, or in the case of incumbent Head (Operational Programme) in MEAE the successful completion of his/her current term

and one term of three years as Chief Coordinator, the selected candidate will be entitled to the substantive appointment of 'Officer in Grade 4' in the Malta Public Service unless, in the case of a public officer, he/she would have opted to retain his/her substantive grade.

### **Salary pegged to the position**

3.1 The salary attached to the position of Chief Coordinator is equivalent to Salary Scale 4, which in the year 2018 is € 34,504.00.

3.2 The selected candidate will also be entitled to a performance bonus and other benefits as applicable to officers who are appointed to a Headship Position in the Malta Public Service, subject to what is contained in Clause 2.6 above.

3.3 The selected candidate will also be entitled to an additional responsibility allowance of 25% of the respective salary scale.

### **Duties**

4.1 The position of Chief Coordinator requires strong leadership and management skills, as well as strong communication and interpersonal skills, particularly in public speaking, report-writing and ICT.

4.2 The duties of Chief Coordinator may *inter alia* include:

- i) Leading, coordinating and carrying out duties in relation to the Managing Authority functions, the Competent Authority functions, the EU Certifying Authority functions, the formulation of strategies and programming, and the evaluation and financial control functions for the European Structural and Investment Funds (ESIF) and other funds, in line with the applicable national and EU rules;
- ii) Leading and engaging in relevant strategy formulation, development of strategic and operational plans and related programming, the design of appropriate Operational Programmes and other documents for ESIF and other funds with a view to effective implementation;
- iii) Leading the implementation of one or more Operational/Work Programmes, plans and other funding instruments or arrangement;
- iv) Leading the technical assessment, implementation and relevant recommendations concerning EU funded related Plan or Programme indicators;
- v) Leading evaluation activities for the respective Strategic and/or Operational Programme/s including monitoring of achievements (indicators) for projects approved and coordinating financial control;

- vi) Providing technical and policy inputs and prepare memoranda, documents and briefs related to the work of the pertinent Division;
- vii) Providing effective management and leadership to staff under supervision;
- viii) Contributing to the pertinent Division's effort in ensuring strong interagency coordination on issues relating to the mobilisation and use of ESIF and other funds and instruments post-2020;
- ix) Liaising with Government Ministries and Departments, authorities, agencies and other bodies in Malta and abroad as necessary;
- x) Supporting the pertinent Director General in the overall management of the Division and liaising with other officers to ensure maximum coordination and synergy;
- xi) Coordinating, leading and participating in meetings as necessary;
- xii) Travel abroad for work and/or training as determined by the Permanent Secretary, MEAE;
- xiii) Carrying out other duties as requested by the Permanent Secretary, MEAE;
- xiv) Carrying out any other duties according to exigencies of the Public Service as directed by the Principal Permanent Secretary.

## **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 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) have the ability to communicate in the Maltese and English languages;

(iii) (a) In possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) or a comparable professional qualification, plus four (4) years relevant work experience (of which (2) two years in a management position);

or

(b) In possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) or a comparable professional qualification, plus six (6) years relevant work experience (of which (2) two years in a management position).

5.2 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.

5.3 Applicants must be of conduct which is appropriate to the position 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).

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

5.5 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**

6.1 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.

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 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have knowledge of other EU official languages.

### **Submission of applications**

8. Applications are to be submitted for the attention of the Director, Corporate Services, Ministry for European Affairs and Equality, 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 Schedule of Service (GP47), in PDF format (in case of Public Service employees) or a Certificate of Conduct in pdf format 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 (in case of non-public service employees) , which are to be updated through the Portal. The closing date for the receipt of applications is noon (CET) of **26<sup>th</sup> October 2018**. A computer-generated e-mail will be sent as an acknowledgement of the application.

## Other general provisions

9. 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;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- 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 Director, Corporate Services at the Ministry for European Affairs and Equality, 31B, Tal-Pilar, Marsamxett Road, Valletta, VLT 1850. 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 Directorate are

<https://meae.gov.mt/en/Pages/default.aspx> and [hr.meae@gov.mt](mailto:hr.meae@gov.mt).



European Structural and Investment Funds 2014-2020  
Co-financing rate: 80% European Union Funds; 20%  
National Funds

