

## Ministry for European Affairs and Equality

### POST OF ASSISTANT MANAGER (PEOPLE MANAGEMENT) WITHIN THE CORPORATE SERVICES DIRECTORATE 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 post of Assistant Manager (People Management) within the Corporate Services Directorate in the Ministry for European Affairs and Equality.

#### **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 Assistant Manager (People Management), entering into the grade under the eligibility provision of paragraph 4.1 (iii)(b) OR (iii)(c) is Salary Scale 12, that is, €17,576.00 per annum in 2019, rising by annual increments of €354.00 up to a maximum of €19,700.00.

2.3 The salary for the post of Assistant Manager (People Management), entering into the grade under the eligibility provision of paragraph 4.1 (iii)(a) will be placed in Salary scale 11, that is, €18,743.00 per annum in 2019, rising by annual increments of €375.17 up to a maximum of €20,994.00.

2.4 An Assistant Manager (People Management) in Salary Scale 12 will progress to Scale 11, that is €18,743.00 x €375.17 - €20,994.00 in 2019 on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii)(a).

2.5 An Assistant Manager (People Management) in Salary Scale 11 will progress to scale 10, that is €19,958.00 per annum in 2019, rising by annual increments of €407.67 up to a maximum of €22,404.00) on completion of three (3) years satisfactory service as Assistant Manager (People Management) in Salary Scale 11.

2.6 It will not be possible to request a transfer before a two (2) years period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in People Management subject to availability of vacancies and the exigencies of management.

2.7 The result will be valid for a period of two (2) years from the date of publication.

#### **Duties**

3. The duties of Assistant Manager (People Management) include:

- a) Contributing to the implementation and monitoring of human resources related legislation, directives, regulations, policies and standing approvals;
- b) Participating in the various stages of the recruitment process and fully supporting the implementation of Directives 9 and 10 including drafting of calls and uploading and downloading the relevant documentation from the Recruitment portal;
- c) Actively participating in the day-to-day operational tasks of the human resources function and act as a contact point on related matters;

- d) Assisting in the processes of allowances, family friendly measures and all other employee entitlements emanating from the PSMC and Manuals falling under the human resources remit;
- e) Compiling of data related to staff movements, entitlements and payroll activities;
- f) Updating of Personal Record Sheets, progressions, promotions, absence records and payroll.
- g) Compiling periodical reports, as well as any other data as required;
- h) Assisting in the formulation of manuals, presentations and any other submissions as required;
- i) Coordinating and carrying out research as directed, as well as assisting in the compilation and dissemination of information related to human resources;
- j) Providing administrative support to middle and senior management as required;
- k) Supervising junior staff in the day-to-day operational tasks;
- l) Liaising with various stakeholders in the performance of the above duties as required;
- m) Undergoing training on human resources policies and procedures to keep abreast with developments;
- n) Any other duties as directed by the Director Corporate Services and senior management responsible for the human resources function;
- o) Any other duties as requested by Permanent Secretary (Administration), MEAE;
- p) Any other duties as directed by the Principal Permanent Secretary, according to the exigencies of the Public Service

### **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 Language;
- (iii) (a) in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2003) in Work & Human Resources Management, Psychology, Training & Development, Public Policy, Public Administration, Public Management or a comparable professional qualification.

OR

(b) in possession of a recognised Diploma (MQF Level 4) in Work & Human Resources Management, Psychology, Training & Development, Public Policy, Public Administration, Public Management or a comparable qualification;

OR

(c) in possession of two (2) subjects at Advanced Level and three (3) Intermediate Level passes which must include either Psychology or Sociology;

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 higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 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).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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**

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. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 - 4.3, have proven relevant work experience.

### **Submission of applications**

7. Applications, are to be submitted, for the attention of the Director Corporate Services, Ministry for European Affairs and Equality, through the Recruitment Portal only (<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 (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 been in Government Service giving details (in case of non-Public Service employees), which are to be uploaded through the Portal. The closing date of receipt of applications is **noon (Central European Time) of Friday, 18<sup>th</sup> January 2019**. 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.

### **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 Directorate Corporate Services at the Ministry for European Affairs and Equality, Tal-Pilar, 31B, Marsamxett Road, Valletta. 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 [www.meae.gov.mt](http://www.meae.gov.mt) and [hr.meae@gov.mt](mailto:hr.meae@gov.mt).