

Ministry for Transport, Infrastructure and Capital
Projects
People Management Directorate
Block A
Francesco Buonamici Street,
Floriana FRN1700

Date: 10th May 2019

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

**POST OF SENIOR TECHNICAL OFFICER (CONSTRUCTION SITE MANAGEMENT) IN THE
MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND CAPITAL PROJECTS**

Nomenclatures denoting the male gender include also the female gender.

1. The Director (People Management), Ministry for Transport, Infrastructure and Capital Projects invites applications for the post of Senior Technical Officer (Construction Site Management) in the Ministry for Transport, Infrastructure and Capital Projects.

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 Senior Technical Officer (Construction Site Management) is Salary Scale 11, which in the year 2019 is equivalent to €18,743 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.

2.3 A Senior Technical Officer (Construction Site Management) will progress to Senior Technical Officer (Construction Site Management) Salary Scale 10 which in the year 2019 is €19,958 x €407.67 - €22,404 on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 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 the competent Union.

2.5 Lateral applications by public officers who already hold an appointment in the same grade being advertised, are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

Duties

3. The duties of Senior Technical Officer (Construction Site Management) include:

- a) assisting the Principal Technical Officer or other superiors in their duties including meeting with Developers and Third Parties respectively both on site and at the Office's present;
- b) supervising, planning, scheduling and co-ordinating the duties of subordinates;
- c) ensuring and enforcing conduct, discipline, punctuality, safety and welfare of the workforce under his/her responsibility;

- d) assisting in the processing of disciplinary reports and procedures and maintaining good public relations;
- e) monitoring progress and reporting on any problem areas;
- f) familiarising oneself thoroughly with existing Maltese and EU legislation concerning building regulations and CE marking, and monitoring and keeping up-to-date with new developments on such matters in Malta and the EU;
- g) participating in technical working groups dealing with matters that concern the Building Regulation Office and other Departments and Directorates within the Ministry;
- h) scheduling, scanning and collecting information and data in connection with building regulations and CE marking of construction products;
- i) examining plans and designs of buildings and reporting on their compliance with building regulations;
- j) conducting site visits as necessary to fulfil the functions of this post;
- k) representing the Ministry wherever and whenever requested or required by law;
- l) exercising such powers as delegated in relation to matters dealing with building regulations in an appropriate manner;
- m) liaising with other senior staff in the Building Regulation Office in the development, monitoring and implementation of programmes in order to meet the overall objectives and key tasks set by the Ministry;
- n) coordinating with other Units/Sections within Government and entities in the execution of tasks entrusted to him/her or his/her subordinates;
- o) Performing any other duties as may be deemed appropriate by the Permanent Secretary and his/her representative;
- p) Performing 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:

(a) in the grade of Technical Officer in the Malta Public Service, whose appointment in such grade has been confirmed;

OR

(b) are confirmed in their current or a previous related appointment and who are in possession of a Higher Technician Diploma (HTD) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Construction Site Management or a comparable qualification at MQF Level 5.

OR

(c) in possession of a recognised (two-year full-time or equivalent) qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent) in Construction Site Management or a comparable qualification, plus two (2) years proven appropriate experience and are confirmed in a current or previous related appointment.

The Higher Technician Diploma is rated at Level 5 within the Malta Qualification Framework (subject to a minimum of 60 ECTS/ECVET credits, or equivalent). A person in possession of an MQF Level 4 appropriate recognised qualification (subject to a minimum of 120 ECTS/ECVET credits, or equivalent) followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause 'Higher Technician Diploma' or appropriate equivalent qualification found under paragraph 4.1 (b).

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

4.4 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 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.

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 4.3, have proven relevant work experience.

Submission of applications

7. Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Transport, Infrastructure and Capital Projects, 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 **Friday, 24th May 2019**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained 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 People Management Directorate, Ministry for Transport, Infrastructure and Capital Projects. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Directorate is recruitment.mtip@gov.mt.

Doreen Cardona
Substitute Director (People Management)
Ministry for Transport, Infrastructure and Capital Projects

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