

Ministry for Justice, Culture and Local
Government
Cleansing and Maintenance Division
Corradino Industrial Estate
Paola

28th June 2019

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

**POST OF PUBLIC CLEANSING FOREMAN IN THE
MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNEMENT**

Nomenclatures denoting the male gender include also the female gender.

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

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 Public Cleansing Foreman is Salary Scale 12, which in the year 2019 is equivalent to €17,576 per annum, rising by annual increments of €354 up to a maximum of €19,700.

Duties

3. The duties of a Public Cleansing Foreman include:

- a) Managing and being responsible for all the sections under his/her charge;
- b) Being responsible for the allocation of all the employees under his/her charge in the best possible manner;
- c) Being responsible for all the disciplinary procedures and action that need to be taken, punctuality and health and safety procedures;
- d) Leading all the supervisors under his/her responsibility;
- e) Co-ordinating with his/her superiors in the preparation of work programmes;
- f) Being responsible for the issuing of stores material and ensuring that all light equipment is in good working order at all times;
- g) Planning of works according to the employees and machinery available for each particular job;

- h) Co-ordinating with other departments and sections within the Ministry, other government departments and entities as necessary;
- i) Assisting in the launching of new initiatives by the Division;
- j) Ensuring that all cleansing and beach cleaning works under his/her supervision meet the required standards established by the senior management;
- k) Performing all necessary inspections in zones assigned to him/her;
- l) Making use of all IT systems as established by the respective Division;
- m) Carrying out other duties as requested by the Director General, Director (Operations) and/or their representatives;
- n) 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:

- (a) In the Grade of Assistant Foreman and confirmed in their current appointment or in their previous appointment of Supervisor in Salary Scale 14;

OR

- (b) Confirmed in the grade of Supervisor in Scale 14;

OR

- (c) Other employees in the Technical and Industrial Class in a Salary Scale not below Scale 14 and are confirmed in their current appointment.

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 **Friday 12th July, 2019**. 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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