



**Ministry for the Environment, Sustainable Development and Climate Change**

**POSITION OF PROJECT OFFICER,  
RAIN WATER INTEGRATED INFRASTRUCTURE NETWORK PROJECT (RAINWIIN)  
IN AMBJENT MALTA  
IN THE MINISTRY FOR THE ENVIRONMENT,  
SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE**

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

1. The Director General (Operations), on behalf of the Permanent Secretary, Ministry for the Environment, Sustainable Development and Climate Change invites applications for the position of Project Officer, Rain Water Integrated Infrastructure Network Project (RainWiin) in *Ambjent Malta* in the Ministry for the Environment, Sustainable Development and Climate Change. This position shall be co-financed by the European Union under Operational Programme I – European Structural and Investment Funds 2014-2020 “Fostering a competitive and sustainable economy to meet our challenges”.

**Duration of assignment and Conditions**

2.1 A selected candidate will enter into an assignment until the 31 March 2021 as a Project Officer, Rain Water Integrated Infrastructure Network Project (RainWiin) in *Ambjent Malta*, which may be renewed for further periods.

2.2 The position of Project Officer, Rain Water Integrated Infrastructure Network Project (RainWiin) is subject to a probationary period of twelve (12) months.

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 S.L. 452.81.

**Salary pegged to the position**

3. The salary attached to the position of Project Officer, Rain Water Integrated Infrastructure Network Project (RainWiin) is equivalent to Salary Scale 9 (which in the year 2019 is €21,252 per annum rising by annual increments of €447.33 up to a maximum of €23,936).

**Duties**

4. The duties of Project Officer, Rain Water Integrated Infrastructure Network Project (RainWiin) include:

- i. carrying out all the necessary administrative work in relation to the RainWiin project;
- ii. liaising with the project officials on all matters relating to the purchases and expenditure made under this Project;
- iii. maintaining all the necessary documentation, including tenders, purchase documents and invoices, and the upkeep of the Project Audit Files as per the Funding Programme’s “Manual of Procedures”;
- iv. directing and assisting project partners in the maintenance of all project documentation and upkeep of Project Audit Files;
- v. overseeing all the procurement procedures carried out in the project;
- vi. implementing publicity as per obligatory requirements;
- vii. monitoring and managing the disbursement schedule breakdown as well as coordinating the implementation schedule;

- viii. certifying and processing invoices, and preparing invoice status certificates plus receipts;
- ix. preparing progress reports as per Operational Programme 2014-2020 regulations;
- x. compiling and submitting claims (including reimbursement claims) to the competent authorities;
- xi. assisting project officials during audits and on-the-spot checks during the specified contract period;
- xii. carrying out other duties as directed by the Permanent Secretary (MESDC), the Director General (Ambjent Malta) and/or their representatives; and
- xiii. performing any other duties according to the 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) able to communicate in the Maltese and English language. Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the '*Maltese Language 1*' course, offered by the Institute for Public Services. Attendance for such course, together with the attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement.

Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve months from engagement) will result in automatic termination of the post in caption;

- (iii) (a) In possession of a recognised Bachelor's 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) in Project Management or Management or Public Administration or a comparable professional qualification, plus one (1) year relevant work experience; **OR**

- (b) Public Officers in a Scale not below Scale 12, whose appointment in such scale has been confirmed, or Public Sector employees performing duties in the Public Service or RSSL

employees, both at a comparable level of responsibility and whose appointment in such level has been confirmed, with four (4) years relevant work experience.

5.2 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of public officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

5.3 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

5.4 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 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.

5.5 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).

5.6 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.7 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 one hundred per cent (100%) and the pass mark is fifty per cent (50%).

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

## Submission of applications

8. Applications are to be submitted, for the attention of the Director (Human Resources), Ministry for the Environment, Sustainable Development and Climate Change, 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)/Certificate of Conduct as applicable, in pdf format, which are to be uploaded through the Portal. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry. The closing date of the receipt of applications is **noon** (Central European Time) of **Friday, 9<sup>th</sup> August 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

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 Human Resources Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Sustainable Development and Climate Change, 6, Qormi Road, St. Venera SVR 1301. 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 <http://www.environment.gov.mt> and [humanresources.mesdc@gov.mt](mailto:humanresources.mesdc@gov.mt).



Operational Programme I – European Structural and Investment Funds  
2014-2020  
*“Fostering a competitive and sustainable economy to meet our challenges”*  
Project part-financed by the Cohesion Fund  
Co-financing rate: 85% European Union; 15% National Funds

