

Office of the Prime Minister

Call for Applications for the Position of Head (ICT & Data) at Servizz.gov Agency, Office of the Prime Minister

(Jobsplus Permit No. 614/2019)

Nomenclature denoting the male gender include also the female gender

1. The Chief Executive Officer, Servizz.gov invites applications for the position of Head (ICT & Data) within Servizz.gov Agency within the Office of the Prime Minister.

Duration of assignment and Conditions

- 2.1 A selected candidate will enter into a three (3) year assignment as Head (ICT & Data) within the Servizz.gov Agency which may be renewed for further periods.
- 2.2 This position of Head (ICT & Data) is subject to a probationary period of twelve (12) months.
- 2.3 Since this position falls under Regulation 7 (4) (b) (i) being a Headship position in terms of Subsidiary Legislation 452.81, entitled 'Contracts of Service for a Fixed Term Regulations', then this constitutes an objective reason for the employee not to attain indefinite status in terms of the said Regulation.

Salary of Position

- 3.1 The salary attached to the position of Head (ICT and Data) shall be €35,194 per annum (in 2019). Furthermore, a Communication Allowance of €1,600 per annum, Expense Allowance of €1,630 per annum and Car Allowance of €4,658 per annum are also included in the financial package.
- 3.2 Selected person will also be entitled to the payment of a performance bonus of up to a maximum of 15% of basic salary, subject to satisfactory performance.

Duties and Responsibilities

4. The duties of Head (ICT and Data) involve:
 - Overseeing all ICT & Data related operations in line with the agency's strategy;
 - Devising, establishing and monitoring of ICT policies to support the provision of customer service;
 - Analysing the changing business environment to determine present and future ICT & Data technology needs; and
 - Controlling the ICT budget and all related financial activities related.

Further details of the duties and job description of the position of Head (ICT & Data) may be obtained from the Human Resources Branch, Finance & Administration Directorate, Office of the Prime Minister, by email on human-resources.opm@gov.mt.

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) be proficient in the Maltese and English Language;
- (iii) in possession of a recognized Master's 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) and a recognized bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regards to programmes commencing as from October 2003) in Information and Communication Technology or in a related field of study or a comparable professional qualification, plus three (3) years of relevant work experience in an ICT environment.

5.2 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/ECVET credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

5.3 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).

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.

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 post. The maximum mark for this selection process is **100%** and the pass mark is **50%**.

Submission of applications

8. Applications, quoting the relevant reference number (Jobsplus) together with a detailed Curriculum Vitae showing qualifications and experience and a Service and Leave Record Form (GP 47)/Certificate of conduct where applicable and any other relevant supporting documentation are to be submitted, for the attention of the Human Resources Branch, Finance and Administration Directorate, Office of the Prime Minister, through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt> by not later than **noon** (Central European Time) of **Friday 6th September 2019**. In the case of Public sector employees, these are to present their paid leave/unpaid leave/sick leave records for the last four years, including any records of any disciplinary action that may have been taken (in the absence of such records it will be understood that no disciplinary action was ever taken). A computer-generated e-mail will be sent as an acknowledgement of the application.