

## Examinations Department

### POST OF PRINCIPAL IN THE MALTA PUBLIC SERVICE - 2021

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

1. The Director of Examinations and the Board of Local Public Examinations notify that a competitive selection process will be held to fill vacancies in the grade of Principal in the Malta Public Service.

Internal and external candidates will undertake the same selection process.

#### **Terms and Conditions**

- 2.1 The salary for the post of Principal is Salary Scale 10, which in the year 2021 is equivalent to €21,267 per annum, rising by annual increments of €407.67 up to a maximum of €23,713.
- 2.2 A Principal will progress to Scale 9 (€22,633 x €447.33 - €25,317 in 2021) on completion of 2 years service in the grade.
- 2.3 Further progression to Scale 8 (€24,091 x €486.83 - €27,012 in 2021) will be made on completion of 10 years service in the grade.
- 2.4 Final progression to Scale 7 (€25,656 x €531.17 - €28,843 in 2021) will be effected on completion of 12 years service in the grade.
- 2.5 These progressions to a higher scale are always subject to satisfactory performance.
- 2.6 The appointment, which is subject to a probationary (trial) period of one (1) year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and involves liability to transfer for effective service delivery.
- 2.7 For the confirmation of their appointment, appointees must conclude their probationary (trial) period and successfully complete the induction programme as organised by the Institute for the Public Services.
- 2.8 Lateral applications from Public Officers in the same grade are not allowed.
- 2.9 Postings will be for a minimum period of two (2) years before transfers to other areas may be requested by the employees. Such postings will be subject to availability of vacancies.
- 2.10 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

## Duties

3. The job duties for the post of Principal may be viewed in Annex A attached to this Circular.

## 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”; **or**
    - f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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. Adequately proficient, both verbally and written in the Maltese and English languages (Level C1/C2 of the Common European Framework of Reference for Languages);
- iii. eligible in terms of **one** of the following categories (a, b, or c):

- a. In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent\*) in subjects where the main or secondary study area is in any of the following: Public Policy/Administration, Management/Business Studies, Human Resources/Training & Development, Industrial Relations and Work, Finance/Accounts, Economics, Commerce, Social Policy, EU and International Relations, Legal Studies, Communications, Information Technology and ICT, Environmental Studies, Studies related to Agriculture/Energy Management, Statistics, Built Environment, Project Management, Procurement, Quality Management and Health Management or a recognised comparable professional qualification at MQF Level 6 in Finance or Accounts or Information Technology and ICT. Responsibility to prove relatedness of qualifications held will rest on candidates; however the final decision will be the prerogative of the People and Standards Division, subject to any contestation which may be made with the Public Service Commission; **and**

a pass (at least at Grade 1-5, Grade C or a comparable level) at MQF level 3, or a level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in IT Office Application Skills \*\*, unless this subject already features as a separate study unit within the course pursued at MQF level 6;

\*In absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

\*\* It is clarified that reference to IT Office Application Skills, covers any successfully completed course organized by the Institute for the Public Services (IPS) or at MQF level 3 accredited by ECDL Malta or the Malta Further and Higher Education Authority (MFHEA).

**or**

- b. Public officers in the Malta Public Service in the grade of Assistant Principal upon confirmation of appointment;

**or**

- c. Public officers in the Malta Public Service in the grade of Executive Officer, whose appointment has been confirmed, having a minimum of four (4) years' satisfactory service in the grade.

**iv. Public Officers applying for this post must be confirmed in their current appointment.**

- 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 Public Officers who currently hold an appointment as Officer in Grade with a previous substantive grade in the General Service Class may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of “service in the grade” as stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

- 4.4 Public Officers who are confirmed in a General Service grade benefitting from a scale not corresponding to their grade, as a result of an Officer in Scale status in salary scale 13, or higher, shall be eligible to apply for the grade of Principal.

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.

- 4.5 Public Officers who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

- 4.6 Public Officers falling under eligibility criteria 4.1 (iii) and who are appointed in the grade of Principal must prove to have successfully completed a course in IT Office Application Skills organised by the Institute for the Public Services (IPS) or at MQF level 3 accredited by ECDL Malta or the Malta Further and Higher Education Authority (MFHEA), in order for the appointment to be confirmed.

- 4.7 Qualifications at a level higher than that specified in sub para 4.1 (iii) (a) 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 or equivalent\*

\*In absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

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 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.

- 4.8 Furthermore, candidates who have not yet obtained the qualification specified in paragraphs 4.1 (iii) (a) or else as indicated in paragraph 4.7 will still be considered provided that they submit evidence by the educational institution that they are

registered for the said qualification and this will be awarded by the 30th November 2021. If the stipulated deadline for the attainment of such qualification is not met, candidates will either be disqualified from the result or the appointment will be, ipso facto, automatically terminated, as applicable. The probation period and progression entitlement (as the case may be) start to count from date of appointment.

- 4.9 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the Director of Examinations from the Director responsible for HR where applicants are serving, while 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.
- 4.10 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.9 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.11 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.
- 4.12 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 Documents**

- 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> or <https://edurecruitment.gov.mt>.
- 5.2 Original certificates and/or testimonials, together with copies of the Performance Appraisals of the last three (3) years in the case of applicants who are serving officers, are to be invariably produced for verification at the interview.

### **Selection Procedure**

- 6.1 The selection of candidates will be in two stages:
  - (i) Part 1 will consist of a fully automated computer-based general ability test, whereby applicants will be tested in verbal, numerical and abstract ability on the basis of their response to an established set of questions. Candidates must obtain a 60% rating to pass the test, which may be revised to 50% in the eventuality that the number of successful candidates does not meet the

determined ratios required to fill available vacancies. Part 1 will be conducted by the Director of Examinations and the Board of Local Public Examinations.

It is to be noted that applicants who have already performed the computer-based general ability test, may opt:

not to sit for the said test and therefore to retain the mark obtained at the time, subject to the minimum pass mark at 6.1 (i) and to validity of the result and identical content of the test;

**or**

sit for the test again, in which case the best mark out of the two should be taken into consideration.

- (ii) In part 2, candidates who are successful in part 1 and who are shortlisted as per the provisions of para 6.2 below, will be asked to sit for a structured interview, with work values and personality included as criteria of assessment. The interview will be conducted by a Selection Board.
- 6.2 Eligible candidates will be shortlisted for the interviewing sessions on the basis of merit achieved in the general ability test undertaken to assess verbal, abstract and numerical reasoning ability on a 1:1.5 to 1:2 ratio of available vacancies.
- 6.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.10, have proven relevant work experience.
- 6.4 The final order of merit of successful candidates will be determined by the total marks gained in the general ability test and in the interview. Candidates who prove satisfactory service in the General Service Class will be awarded up to a maximum of fifteen (15) marks.
- 6.5 The level of performance in the general ability test will be proportionately reflected in the marks assigned for the interview, with a specific criterion established for such purpose.
- 6.6 The maximum mark for the interview is 100% and the pass mark is 50%.
- 6.7 Without prejudice to the right of management to deploy employees according to established HR Plans, if shortlisted to sit for the one-to-one interview, the eligible candidates will be sent a form to indicate four (4) areas of administration that best match their skills & qualifications and according to which career path they wish to pursue. The completed form must be presented on the date of the interview.
- 6.8 Candidates who fail to attend the interview without an exceptional reason on the date/s determined shall be deemed to have abandoned the selection process.
- 6.9 The result of the general ability test will remain valid for three (3) years, while the final result of this selection process will remain valid for two (2) years from the date of publication.
- 6.10 The Board of Local Public Examinations will have the power to deal summarily with any candidate who, while the general ability test is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.

- 6.11 The Board of Local Public Examinations reserves the right to annul the general ability test if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole test even if the detected irregularity is in respect of a particular stage of the test. Action in respect of irregularity/misconduct during the interview will be taken by the Public Service Commission, upon a recommendation by the Selection Board carrying out the interviews.
- 6.12 The Director (Examinations) will publish the result of the general ability test which will be exhibited on the notice board of the Edu Servizz.gov (One Stop Shop), Ministry for Education, Floriana, and the Examinations Centre, Victoria, Gozo.
- 6.13 Notification of the issue of the result for the general ability test will be issued: (i) on the website of the Department of Examinations, which may be accessed on (<https://myexams.gov.mt>); and (ii) via SMS alert to candidates who submit a valid mobile phone number with their application.
- 6.14 The Director (Examinations) will also send by email the individual result and ranking order of the general ability test to each candidate sitting for the test.
- 6.15 The final result of the selection process will be published by the People & Standards Division and exhibited on the notice boards of the People & Standards Division and the Ministry for Gozo.
- 6.16 Notification of the issue of the final result will be issued on the website of the People and Standards Division and via e-mail and SMS alert.
- 6.17 Since the general ability test is fully automated, petitions to the Public Service Commission may be made only with regard to the interview. The Public Service Commission will not enter into the merits of the marks achieved in the general ability test. Petitions have to reach the Commission within ten (10) working days from the date on which a notification of the publication of the result appears on the website of the People and Standards Division.

## **Submission of Applications**

- 7.1 Applications are to be submitted, for the attention of the Director (Examinations), Ministry for Education, through the Recruitment Portal **only** at one of the following addresses: <https://recruitment.gov.mt> or <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in pdf format, in case of non-Public Officers; scanned copies of qualifications including transcripts where applicable; and an examination fee of €9.30 (non-refundable), which are to be submitted through the Portal. The closing date of the receipt of applications is **17.15 hrs (Central European Time) of Friday, 14th May, 2021**. 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.

Prospective applicants are strongly advised not to wait until the last day to submit their application since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

Applicants are to ensure that after the submission of their application, a copy of the receipt of payment received through an email, is to be kept for future reference. Applicants are deemed to have applied by the closing date and time, **only** if they are in possession of this receipt.

- 7.2 Applications which are received after closing date and time (i.e. late applications) will not be considered.
- 7.3 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

### **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;
- medical examination;
- 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://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>. These general provisions are to be regarded as an integral part of this call for applications.