Malta Public Service

Post of Clerical Officer in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (People and Standards) Office of the Prime Minister invites applications for a one-time only call for the post of Clerical Officer in the Malta Public Service.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 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.

2.3 Clerical Officers who are not in possession of a comparable level at MQF Level 3 or higher in Maltese and English will be obliged to undergo the respective necessary training as organised internally and in force from time to time.

2.4 The salary for the post of Clerical Officer is Salary Scale 15 which in the year 2024 is equivalent to, €17,265 per annum, rising by annual increments of €298.00 up to a maximum of €19,053.

2.5 A Clerical Officer in Salary Scale 15 will progress to Scale 14 (€18,538.02 x €316.83 - €20,439.00 in the year 2024) on completion of four (4) years service in the grade, and shall continue to progress to Salary Scale 13 (€19,867 x €335.50 - €21,880 in the year 2024) after a subsequent four (4) years service in Salary Scale 14, subject to satisfactory performance.

2.6 A Clerical Officer in Salary Scale 15, who is in possession of MQF Level 3 or higher in Maltese and English or equivalent will progress to Scale 14 (€18,538.02 x €316.83 - €20,439.00 in the year 2024) on completion of two (2) years satisfactory service in Salary Scale 15 and shall continue to progress to Salary Scale 13 (€19,867 x €335.50 - €21,880 in the year 2024) after a subsequent four (4) years service in Salary Scale 14, subject to satisfactory performance.

2.7 A Clerical Officer in Salary Scale 13 may opt to enter into a Self-Assessment Framework Programme and subject to the successful completion of the colloquium process be eligible to progress to Salary Scale 12 (€21,236 x €354.00 - €23,360 in the year 2024) on completion of two (2) years satisfactory service in Salary Scale 13.

2.8 A Clerical Officer who is or becomes in possession of a relevant full qualification at MQF Level 4 or higher in relevant areas as may be determined by Management from time to time, following at least two (2) years satisfactory service as Clerical Officer, will, subject to the successful completion of the colloquium process, be eligible to be promoted to Administration Officer in Salary Scale 12 (€21,236 x €354.00 - €23,360 in the year 2024)

2.9 Clerical Officers from Salary Scale 15 to Salary Scale 13 will be entitled to the payment of a Class Allowance of €350 per annum, while Clerical Officers in Salary Scale 12 will be entitled to the payment of a Class Allowance of €500 per annum.

2.10 Postings will be strictly in priority areas as determined by the Administration for a minimum period of two (2) years before transfers to other areas may be requested by the employee. Such postings will be subject to availability of vacancies.

Duties

3. The job duties for the post of Clerical Officer 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 Identita` 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. Not less than sixteen (16) years of age;

iii. able to communicate in the Maltese and English languages;

iv. Eligible in terms of **one** of the following categories (a, b, c or d):

a. having a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in five (5) subjects at MQF level 3 or higher, and a certificate at MQF Level 3 or higher in IT Office Application Skills (*);

OR

b. in the grade of Assistant Clerk, whose appointment has been confirmed and having three (3) years' satisfactory service in the grade;

OR

c. having a School Leaving Certificate equivalent to MQF Level 3 or higher and a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in an additional two (2) subjects at MQF level 3 or higher, and five (5) years satisfactory service carrying out duties for the Public Service;

OR

d. having a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations or a comparable level) in three (3) subjects at MQF level 3 or higher, and five (5) years satisfactory service carrying out duties for the Public Service.

(*) 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 ICDL Malta (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA).

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

4.2 Applicants falling under eligibility criterion 4.1 (iv) (b) (c) or (d) and who are appointed in the grade of Clerical Officer 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 ICDL MALTA (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA), within twelve (12) months from their date of appointment.

4.3 (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 4.1 (iv) or else as indicated in paragraph 3.1 of the general provisions https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. 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).

4.4 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.

4.5 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and 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/position must be met in terms of this call for applications

4.6 Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office 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.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (https://recruitment.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 in the General Service Class, 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 – 4.6 have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, through the Online Government Recruitment Portal **only** on https://recruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application. In the case of applicants who are not Public Officers, applying under paragraph 4.1 (iv) (c) or 4.1 (iv) (d) above, they must also produce proof from the HR Function of the pertinent Ministry/Ministries where they served/are serving, attesting to their satisfactory performance in the Malta Public Service for at least a five (5) year period by this closing date of applications. All documents requested are to be uploaded through the Portal, in PDF format. The closing date of the receipt of applications is **13:30 hrs (Central European Time) of Monday, 17th June, 2024.** 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.

7.2 It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 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 latest, 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;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- 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 address https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf or may be obtained from Director (People Resourcing and Compliance), People and Standards Division, Office of the Prime Minister, 3 Castille Place, Valletta . 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 Department/Division/Directorate are (https://publicservice.gov.mt/en/people/Pages/Home.aspx) and (prc.opm@gov.mt)