

Malta Public Service

Engagement as Trainee Tradesperson leading to appointments in grades within the Tradesperson Stream 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 from suitable students from outside the Malta Public Service pursuing a full-time course with the Malta College for Arts, Science and Technology (MCAST) or a recognised educational institution leading to **Diploma/ Extended Diploma/Advanced Diploma/Higher Diploma** accredited at MQF Level 3, 4 or 5 within the areas listed in Annex A to be engaged as Trainee Tradesperson in the Malta Public Service.

Terms and Conditions

- 2.1 Trainee Tradespersons will continue to pursue the course at the Malta College for Arts Science and Technology (MCAST) or at the recognised educational institution and will enter into a study and work placement within the Public Service.
- 2.2 The work placement will be conducted throughout the scholastic year according to the course design and the summer recess. Vacation leave can be availed of only during the work placement. Sick and vacation leave will be calculated on a pro-rata basis depending on the number of hours worked.
- 2.3 During the work placement, appointees will also be required to complete the applicable induction programme as organised by the Institute for the Public Services for newly recruited public officers.
- 2.4 For the duration of the course, the Malta Public Service and MCAST or the recognised educational institution will collaborate to share information regarding the students' studies and performance.
- 2.5 The salary for a Trainee Tradesperson is Salary Scale 18, which in the year 2025 is equivalent to, €14,310.00 per annum, rising by annual increments of €222.00 up to a maximum of €15,642.00. Trainee Tradespersons will be paid on a pro-rata basis according to the hours worked.
- 2.6 Bonus and income supplement will also be on a pro-rata basis in accordance with the Social Security Act and other relevant legislation. This remuneration does not affect the student's entitlement to the stipend.
- 2.7 A Trainee Tradesperson who successfully completes the course and attains the qualification within the areas listed in Annex A, shall automatically be promoted to one of the following grades commensurate to the attained level of qualification as listed in the Agreement pertaining to the Tradesperson Stream dated 15 May 2024: Tradesperson II in Salary Scale 14 (€ 19,591.02 x €316.83 - €21,492.00 in the year 2025); Tradesperson II in Salary Scale 13 (€21,042.00 x €335.50 - €23,055.00 in the year 2025); or Tradesperson III in Salary Scale 12 (€22,526.00 x €354.00 - €24,650.00 in the year 2025).
- 2.8 The Tradesperson II / Tradesperson III shall be obliged to work for a minimum of two (2) years of service (equivalent to 4,000 hours) with the Malta Public Service. Work performed with the Public Service during the traineeship is part of the 4,000 hours.

- 2.9 The appointment of Tradesperson II / Tradesperson III is subject to a probationary period of six (6) months. Appointments are on a full-time basis and are subject to the rules and regulations governing the Malta Public Service and involves the possibility of being transferred within the Public Service to ensure effective service delivery.
- 2.10 The Tradesperson II / Tradesperson III will also be entitled to such benefits and such conditions and obligations as stipulated in the Working Conditions for Officers falling within the Agreement pertaining to the Tradesperson Stream.
- 2.11 The students applying through this call for applications currently enrolled at MQF Level 3 or 4 will have the opportunity to continue their academic progression. Specifically, students completing Level 3 will be eligible to advance to Level 4, whilst students completing Level 4 can progress to Level 5. However, please note that further progression beyond Level 5 will not be available through this call for applications. Such students will remain engaged as Trainee Tradespersons for the duration of their studies under this scheme but once their studies are concluded they will still be entitled to be appointed in a grade commensurate with the level of the qualification achieved.
- 2.12 For courses that require an apprenticeship component, selected candidates will undergo the said apprenticeship period during their work placement within the Public Service, in full compliance with the regulations and obligations outlined in the Work-Based Learning & Apprenticeship Act. Successful completion of the apprenticeship is a mandatory requirement for such candidates, and all hours worked during the work placement will be credited towards their apprenticeship.
- 2.13 Trainee Tradespersons who do not obtain the qualification at the end of their course of studies, shall have their contract as Trainee Tradespersons terminated and shall not be appointed as Tradesperson II / Tradesperson III.
- 2.14 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.
- 2.15 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available [here](#)).

Duties

3. The job duties assigned to the Trainee Tradespersons during their work placement within the Public Service will align with areas of study being pursued. This will provide candidates the opportunity to be supervised while applying their academic knowledge in a practical work environment.

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 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 languages;

AND

- iii. be registered as full-time students with MCAST or a recognised educational institution and reading for one of the courses listed in Annex A.

Submission of Supporting Documents

5.1 Documentary evidence confirming enrollment in an MCAST or a recognised educational institution full time course within the areas listed in Annex A, as well as proof of any claimed qualifications and experience, must be scanned and submitted via the Recruitment Portal (<https://recruitment.gov.mt>).

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 as Trainee Tradesperson. 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 paragraph 4.1 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** at the following address: <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) along with documentary evidence confirming enrollment in an MCAST or a recognised educational institution full-time course within the areas listed in Annex A. The closing date of the receipt of applications is **5.15 pm (Central European Time) of Tuesday, 1st April, 2025**. A computer-generated email 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 and time of this call for applications, 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 the 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).