

## MALTA PUBLIC SERVICE

**Call for applications for enrolled students to be appointed as ICT Support Officer on successful completion of a course leading to an Advanced Diploma / Certificate in IT accredited at MQF Level 4 with the Malta College for Arts, Science and Technology (MCAST), University of Malta (UoM) or any other recognised Higher Education Institution.**

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

1.1 The Institute for the Public Services (IPS) is seeking to identify suitable students from outside the Public Service pursuing a full-time course leading to an Advanced Diploma/Certificate in IT accredited at MQF Level 4 at the Malta College for Arts, Science and Technology (MCAST), University of Malta (UoM) or any other recognised Higher Education Institution in the following courses:

- a) **Advanced Diploma in IT**
- b) **Advanced Diploma in IT (Computer Systems and Networks)**
- c) **Advanced Diploma in IT (Multimedia Software Development)**
- d) **Advanced Diploma in IT (Software Development)**
- e) **Certificate in ICT Foundation Studies**

1.2 The course will include class work and a work placement within the Malta Public Service in areas related to the course content. The selected applicants on graduating in the Advanced Diploma/Certificate in IT will be appointed ICT Support Officer at Salary Scale 13 within one of the various Ministries in the Public Service, subject to the terms, conditions and benefits stipulated in this circular.

### **Terms and Conditions**

2.1 Candidates who are selected for the IPS Student Scheme reading for an Advanced Diploma/Certificate in IT will enter into a study and work placement within the Malta Public Service as directed by the Institute for the Public Services.

2.2 Selected officers will not be considered as Public Officers until appointment in the grade of ICT Support Officer.

2.3 The remuneration is at an hourly rate of the minimum of Salary Scale 15 (€18,188 in 2025) for the duration of the course. Bonus and income supplement will 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.

2.4 Successful candidates are to discuss their working schedule with their line Managers based on the following criteria:

- October till June – Minimum 8 hours up to maximum of 30 hours per week
- July till September – Minimum 30 hours up to a maximum of 39 hours per week

2.5 Candidates will be selected whilst reading for the course and will be posted for duty in areas that are related to the course being pursued. This will offer such candidates the opportunity of being monitored in applying their studies in practice during their working hours.

2.6 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.

2.7 For the duration of the course IPS and MCAST, UoM or any other recognised Higher Education Institution will be sharing information related to the students' studies and performance.

2.8 During the placement period, applicants will be entitled to unpaid study leave and may absent themselves for up to four (4) working days prior to each examination period.

2.9 Once the applicants would have successfully completed the course and attained the Advanced Diploma/Certificate in IT, and in order to ensure appropriate career progression, they will be appointed ICT Support Officer at Salary Scale 13 (€21,042 x €335.50 – €23,055 in 2025) and will be assigned to perform duties within the Public Service according to the order of merit. The post of ICT Support Officer has a career path that includes progression in the initial years of service.

2.10 The appointment as ICT Support Officer 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.

2.11 The ICT Support Officer will also be entitled to such benefits and such conditions and obligations as stipulated in the Working Conditions for Officers falling within the Information and Communications Technology (ICT) Class.

2.12 During the work placement, appointees, will be contacted by the Institute for the Public Services to complete the applicable induction programme.

2.13 IPS students applying under this call for applications currently enrolled at Level 4 will have the opportunity to continue their academic progression. Specifically, students completing Level 4 will be eligible to advance to MQF Level 6 (as per selected ICT selected courses identified through the the Malta Public Service – ICT Stream). Those opting to continue their studies will remain IPS Students 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 as per Information and Communications Technology (ICT) Class.

2.14 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.

2.15 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.

2.16 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).

### **Eligibility Requirements**

3.1 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 license 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 English language;

### **AND**

- iii. Applicants must be registered as full-time students with MCAST, UoM or any other recognised Higher Education Institution and reading for one of the courses mentioned in section 1.1.

## Submission of Supporting Documentation

4.1 Documentary evidence confirming enrolment in one of the courses indicated at 1.1 above as well as proof of any claimed qualifications and experience, must be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

4.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

4.3 Applicants are kindly requested to indicate the course they are enrolled in, from the list below, when submitting their letter of application:

- a) **Advanced Diploma in IT**
- b) **Advanced Diploma in IT (Computer Systems and Networks)**
- c) **Advanced Diploma in IT (Multimedia Software Development)**
- d) **Advanced Diploma in IT (Software Development)**
- e) **Certificate in ICT Foundation Studies**

## Selection Procedure

5.1 Eligible applicants will be assessed by a Selection Board composed of representatives from IPS and MCAST/UoM/ other recognised Higher Education Institutions to determine their suitability and commitment towards following the course and their suitability and aptitude for eventual assignment as ICT Support Officer. The maximum mark for this selection process is 100% and the pass mark is 50%.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 3.1, have proven relevant work experience.

## Submission of Applications

6.1 Applications are to be submitted to the Principal, Institute for the Public Services, People and Standards Division, Office of the Prime Minister, through the Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include **a letter of application** (kindly indicate which course you are pursuing), **Curriculum Vitae** (which should include a list of qualifications held by applicant and the employment history), **documentary evidence confirming enrolment in any of the courses indicated at para 1.1**, and **scanned copies of qualifications** including transcripts where applicable, in PDF format. All documents are to be uploaded through the Portal. The closing date of the receipt of applications is **5.15 pm (Central European Time) of Monday 24<sup>th</sup> March, 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.

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

6.3 Applications which are received after closing date and time (i.e. late applications) will not be accepted.

6.4 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 later, to submit any incorrect or incomplete or

missing documents.

### **Other General Provisions**

7. 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 website of the People & Standards Division [https://publicservices.gov.mt/en/people/Documents/Recruitment\\_GenProvs/General%20Provisions\\_ENG.pdf](https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf) . These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of IPS are <https://instituteforthepublicservices.gov.mt/> and [ips@gov.mt](mailto:ips@gov.mt).