

Malta Public Service

Engagement as Trainee Social Worker leading to appointment in the grade of Social Worker in the Malta Public Service

Nomenclatures denoting the male gender include also the female gender.

- 1.1 The Permanent Secretary (People and Standards), Office of the Prime Minister, invites applications from suitable full-time students from outside the Malta Public Service, who have successfully completed the second year of their ongoing MQF Level 6 course of studies or are currently pursuing an MQF Level 7 course of studies, in Social Work, leading to a full MQF Level 6 or Level 7 qualification, respectively, from a recognised higher education institution.
- 1.2 This recruitment process is being undertaken to fill vacancies in Malta.

Terms and Conditions

- 2.1 The position of Trainee Social Worker is of a definite nature.
- 2.2 Trainee Social Workers will continue to pursue the course at the recognised higher education institution and will enter into a study and work experience programme within the Public Service.
- 2.3 The work experience will be conducted throughout the scholastic year and the summer recess according to the course design. Vacation leave can be availed of only during the work experience. Sick and vacation leave will be calculated on a pro-rata basis depending on the number of hours worked.
- 2.4 For the duration of the course, the Malta Public Service and the recognised higher education institution will collaborate to share information regarding the students' studies and performance.
- 2.5 The salary for a Trainee Social Worker is Salary Scale 12, which in the year 2026 is equivalent to, €23,816.00 per annum, rising by annual increments of €354.00 up to a maximum of €25,940.00. **Trainee Social Workers 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 Trainee Social Workers are to discuss their working schedule with their line Managers based on the following criteria:
 - October till June – 12 hours per week
 - July till September – 30 hours per week

During the period in which the Trainee Social Workers are undertaking the required work-placement hours determined by the recognised higher education institution as part of their course, the established work-experience hours required in this call may be temporarily deferred. The Trainee Social Workers are to resume the work-experience hours upon completion of the work-placement hours.

- 2.8 During the work experience 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 A Trainee Social Worker who successfully completes the course and obtains the full MQF Level 6 or MQF Level 7 qualification in Social Work, shall automatically be appointed to Social Worker in Salary Scale 10 (€27,055.98 x €407.67 - €29,502.00 in the year 2026).
- 2.10 The appointment of Social Worker is subject to a probationary period of twelve (12) months.

Appointments in the grade of Social Worker are on a full-time basis and are subject to the rules and regulations governing the Malta Public Service and involve the possibility of being transferred within the Public Service to ensure effective service delivery.

- 2.11 Appointed Social Workers will also be required to complete the applicable induction programme as organised by the Institute for the Public Services for newly recruited public officers.
- 2.12 Upon confirmation of appointment in the grade of Social Worker, successful attainment of a Masters Degree in Social Work at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent*) in Social Work, and attainment of a warrant to practise as Social Worker, a Social Worker shall be promoted to Senior Social Worker in Salary Scale 7 (€32,158.00 x €531.17 - €35,345.02 in the year 2026) and continue to progress accordingly.

*A recognised Masters qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.

- 2.13 A Social Worker in Salary Scale 10 will progress to Scale 9 (€28,701.02 x €447.33 - €31,385.00 in the year 2026) on completion of two (2) years service in the grade, subject to satisfactory performance and who are in possession of a relevant warrant to practise as a Social Worker.
- 2.14 A Social Worker in Salary Scale 9 will progress to the grade of Social Worker in Scale 8 (€30,405.02 x €486.83 - €33,326.00 in the year 2026) on completion of three (3) years service as Social Worker in Salary Scale 9, subject to satisfactory performance.
- 2.15 A Social Worker in Salary Scale 8 will further progress to the grade of Social Worker in Scale 7 (€32,158.00 x €531.17 - €35,345.02 in the year 2026) on completion of three (3) years satisfactory service in the grade of Social Worker in Scale 8, subject to satisfactory performance.
- 2.16 The Social Worker will also be entitled to such other benefits and subject to such other conditions and obligations as stipulated in the Working Conditions for Officers falling within the Agreement pertaining to the Social Work Class, including:
- An Annual Non-Pensionable Allowance;
 - An Annual Sectoral Allowance;
 - Additional annual allowance;
 - Support in Professional Supervision Sessions; and
 - Continuous Professional Development.
- 2.17 Trainee Social Workers have assessed work placements hours throughout the respective course. Such work-placement can be carried out within the same working environment however without remuneration as stated in Clause 2.7. This is due to the fact that it is structured component and part of the curriculum. Therefore, it is imperative that the Trainee Social Worker informs the respective line Managers with their work-placement schedules for planning purposes.
- 2.18 Trainee Social Workers who do not obtain the qualification at the end of their course of studies, shall have their contract as Trainee Social Workers terminated and shall not be appointed in the grade of Social Worker.
- 2.19 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.
- 2.20 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 Social Workers during their work experience within the Public Service will align with the duties related to the position as required by the Ministry where they are posted. 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. a. proficient in the Maltese language. However, candidates who do not possess proficiency in the Maltese language will still be considered but have to provide evidence of basic proficiency in the Maltese language within one (1) year of engagement by being successful in the examination in Basic Medical Maltese for the Healthcare Profession Part 1 of the University of Malta. The course officially leading to this examination is the course in Basic Medical Maltese for the Healthcare Profession Part 1 run by the Department of Maltese of the University of Malta. Any related course and assessment fees are to be paid by prospective selected candidates. However, such expenses may be claimed through the Continuous Professional Development Scheme (CPD).

AND

- ii. b. be proficient in the English language;

- Either by providing proof by the interview date, that the primary Social Work qualification was undertaken in the English Language;

OR

- by providing by the interview date, a valid certificate of IELTS (International English Language Testing System) or average band score of 6 or above in the listening, reading, writing and speaking domains. A certified equivalent qualification to IELTS (overall band score 6) e.g. GCSE / Cambridge: Grade C, TOEFL (IBT): 60 - 80, CEFR: B2 will also be accepted;

OR

- by providing documentation showing at least six (6) months full-time equivalent certified work experience as registered Social Worker in the United Kingdom, Ireland, or any other English speaking Country where English is the primary and / or the Official language.

AND

- iii. a. be registered as full-time students with a recognised higher education institution and have successfully completed the second year of their ongoing MQF Level 6 course of studies (subject to a minimum of 180 ECTS credits, or equivalent) in Social Work;

OR

- b. be registered as full-time students with a recognised higher education institution and are currently pursuing an MQF Level 7 course of studies (subject to a minimum of 90 ECTS credits, or equivalent) in Social Work.

Submission of Supporting Documents

5.1 Documentary evidence confirming completion of the 2nd year of their ongoing course of studies leading to a full MQF Level 6 qualification in Social Work/that they are currently pursuing an MQF Level 7 course of studies in Social Work, with a recognised higher education institution, 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 Social Worker. 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 Permanent Secretary (People and Standards), 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 completion of the 2nd year of their ongoing course of studies leading to a full MQF Level 6 course of studies qualification in Social Work/ that they are currently pursuing an MQF Level 7 course of studies in Social Work, with a recognised higher education institution. The closing date of the receipt of applications is **1.30 pm (Central European Time) of Monday, 13th July, 2026**. 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://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf or may be obtained from the Assistant Director (People Management and Planning), 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).