

16th October 2026

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Entities

FILLING OF ASSISTANT DIRECTOR POSITIONS

The Assistant Director Advisory Committee (ADAC) wishes to identify suitable public officers who could be recommended to fill a position of Assistant Director in Salary Scale 5 shown in the list marked *Appendix 'A'* attached to this Circular. The appointments shall be made on the basis of an Agreement for a period of four years and will be subject to a trial/probationary period of one (1) year.

Eligibility

Appendix A – List of Vacant Assistant Director Positions

For applicants to be eligible in respect of these positions, they must be: -

- (i) Proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages;

AND

- (ii) (a) Public Officers with a current or previous **confirmed** substantive grade in Scale 8 or higher;

OR

- (b) Public Officers who have served for an aggregate of five (5) years in a position in the Public Service/Public Sector in positions classified in Scale 8 or higher (this refers to Objective Reason positions).

AND

- (iii) **Officers currently occupying an Assistant Director position; such officers must have served for at least two (2) years of the term of their current Performance Agreement.**

If a position is identified as extended for public employees within the Public Administration*, eligibility will specify an aggregate of five (5) years' experience at a level comparable to Scale 8 in the Public Service in addition to a pertinent MQF Level 6 or above as determined by ADAC.

*In this respect, ADAC may request the input of the Director responsible for the HR function within the public entity from where the public employee applies to determine the required comparability for the purpose of eligibility.

Applicants are kindly requested to indicate the eligibility requisite/s under which they are applying, available on the eligibility options screen.

Selected candidates must continue to remain eligible in terms of the above eligibility criteria upon appointment.

Eligible candidates may apply for **two (2) positions** indicating their preferences by priority. The ADAC will assess the candidates for the positions applied for during the same interview.

The ADAC will consider who, from among any of the eligible candidates, is suitable for the position. It is the ADAC's prerogative to nominate any candidate to the position advertised.

ADAC Interview Procedure

Eligible applicants who have not sat for a psychometric test in the past **two (2)** years will be required to sit for such a test which will be held at the Institute for the Public Services (IPS). Subsequently they will be called for an individual interview.

Further details regarding the preliminary shortlisting, the ADAC interview process and additional information may be viewed in the updated version of *The Nomination Process for Assistant Directorship Positions – Notes for Prospective Applicants* <[here](#)>.

Submission of applications

Eligible public officers who consider themselves suitable for the advertised positions are invited to apply through the **Recruitment Portal only** at the following address: <https://recruitment.gov.mt> **by not later than end of business (until 5.15pm) of Friday, 30th October 2026.**

Guidelines to assist officers in the submission of applications online may be viewed <[here](#)>.

Complete Application Checklist

Applications must include:-

- A. a detailed *curriculum vitae* (in Europass format) which will include the continuous professional development record and attainment of qualifications;
- B. an updated *Service and Leave Record Sheet* (GP47) issued not earlier than one (1) month from the date of application.

Documents A to B above are to be scanned in PDF and sent through the recruitment portal at: **<https://recruitment.gov.mt> by not later than the closing date and time of the call for applications.**

Completed applications should include a statement, highlighting the applicants’:

- (a) motivation statement; **and**
- (b) the vision and what action need to be taken to implement such vision

not exceeding a thousand (1000) words for each (a) and (b), which are to be submitted through the system.

IPS certification confirming successful completion of the *Entry to Senior Management Level Programme* (Management Toolkit), or current official status of attendance will be obtained directly by the Administration. Preference will be given to those officers who have successfully completed the Management Toolkit.

Should an officer who has not yet attended the Management Toolkit be nominated for an Assistant Director Position, s/he would be required to attend and successfully complete the Toolkit within the first twelve (12) months of appointment.

Conversely, officers who by the time of this call for applications have successfully completed the Management Toolkit, on being nominated in an Assistant Director Position, they will be required to attend to and successfully complete a Top-Up course to the Management Toolkit within the first twelve (12) months of appointment.

- **It is the responsibility of the applicants not to leave for the last minutes for submission of their application.**
- **Applications which are received after the closing date and time, are not considered.**
- **Applicants who are deemed ineligible in terms of this call, will be informed accordingly.**

Prior to being called for the interview, prospective applicants would be required to fill in a *Declaration Form* indicating any possible or potential conflict of interest (e.g. business interests, private work, etc.).

The **position descriptions** for each of the advertised positions can be viewed <[here](#)>.

Tony Sultana
Principal Permanent Secretary