

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

POST OF SECOND SECRETARY IN THE MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services , Ministry for Foreign and European Affairs invites applications for the post of Second Secretary in the Ministry for Foreign and European Affairs.

Terms and Conditions

2.1 This appointment is subject to a probationary period of one (1) year.

2.2 The salary for the post of Second Secretary is Salary Scale 10, which in the year 2020, €20,603 per annum, rising by annual increments of €407.67 up to a maximum of €23,049.

2.3 A Second Secretary will progress to Salary Scale 9 (€21,933 x €447.33 - €24,617) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Second Secretary will be promoted to the grade of First Secretary in Scale 8 (€23,358 x €486.83 - €26,279) on completion of five (5) years service in the grade of Second Secretary, or minimum of two (2) years if in possession of a recognised and appropriate and recognized qualification at MQF Level 7 subject to satisfactory performance. A First Secretary in Scale 8 will progress to scale 7 (€ 24,894 x €531.17 - € 28,081) on completion of two (2) years of service with satisfactory performance.

2.5 Lateral applications by Public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 The Diplomatic Service offers an interesting and varied career, requiring specific aptitudes. It provides opportunities for meeting people from other countries, both in Malta and abroad, and learning and sharing unique experiences, not otherwise associated with other openings in the Malta Public Service. Appointees will be representing the interests of Malta in its relations with other countries.

2.8 The Diplomatic Service constitutes a separate and distinct career structure within the Malta Public Service. A primary condition for joining the Diplomatic Service is a binding commitment by the applicant to serve overseas as, where and when considered necessary by the Ministry for Foreign and European Affairs, and in accordance with its relevant rules and regulations.

2.9 During their probationary period, selected candidates, if so required by the Ministry for Foreign and European Affairs, must attend courses in Malta or abroad, and undertake any training in institutes of learning and in the Maltese Missions abroad. When proceeding to follow courses abroad, the selected applicants will be bound by the relevant conditions laid down in the Manual on Staff Development in the Public Administration.

Duties

3. The job duties for the post of Second Secretary 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 Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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. in possession of a recognized Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Diplomatic Studies or International Relations or Mediterranean Studies or European Studies or Political Science.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

- iii. in possession of `O` level / SEC passes at Grade C or above, or their equivalence, in at least one other language besides Maltese and English Language.

- iv. Public Officers applying for this post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits or equivalent*

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

4.3 Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken

as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police 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).

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 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).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <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 The selection of candidates will be in two stages:

- Part I consists of two written papers and;
- Part II consists of an extended interview

The maximum mark obtainable in each of the written papers and in the interview is 200 marks.

(i) The written examination shall consist of two papers, each of a duration of 3 hours, with each paper carrying a maximum of 200 marks.

(a) Paper 1 - English (3 hours) - A set of multiple choice questions in International Relations and current affairs, a written speech for the Minister on a topic chosen by the examiners of 500-550 words and an argumentative essay of 600-650 words. (Maximum 200 marks)

(b) Paper 2 - Maltese (3 hours) - Translation from English to Maltese, Precis - summary of an article/text in 150-180 words and drafting of a press release of 300 words. (Maximum 200 marks)

The pass mark in each of the written papers is 50% but to be eligible for the extended interview a candidate must obtain an aggregate total of 60% of the marks in part 1.

- (ii) The interview carries a total weight of 200 marks and shall consist of :

(a) A group discussion - Candidates will be called up in small groups to participate in a group discussion on a particular topic selected at random in the presence of the group from a number of subjects prepared beforehand but sealed under confidential cover in separate envelopes. (Maximum 100 marks - Minimum 50 marks)

(b) Personal Interview - Candidates will be assessed on their aptitude towards a career in the diplomatic service. Furthermore, during the interview, the selection board will test proficiency in the foreign language indicated by the candidate as per paragraph 4.1(iii) (Maximum 100 marks - Minimum 50 marks)

For the guidance of candidates a copy of the syllabus is attached to this Circular at Annex B.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience .

6.3 The overall pass mark of the whole selection process has been established at 60% of the total marks, that is 360 marks out of a total of 600. The final order of merit of successful candidates will be determined by the total marks gained in Part I and Part II. In the case of candidates who obtain the same number of marks, precedence will be determined in accordance with the established procedures.

6.4 The result will remain valid for one year from the date of publication.

6.5 The written examination will be conducted by the Director, Examinations, and the Board of Local Public Examinations. The Board of Local Public Examinations will have the power to deal summarily with any candidate who, while the examination is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.

6.6 The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one subject or a particular stage of the examination.

6.7 The Director (Examinations) will publish the result of the written examination which will be exhibited on the notice-board of the Department of Examinations, Floriana, and the Examinations Centre, Victoria, Gozo.

6.8 A notification of the publication of the result of the examination will appear on the website of the Examinations Department where it may be accessed on www.exams.gov.mt and will also be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

6.9 Requests for revision of papers are to be submitted to the Director (Examination) within ten (10) working days from the date of the notification mentioned in paragraph 6.8 above.

6.10 After the publication of the result of the written examination, the candidates who successfully pass from both the English and Maltese language written examinations and obtained a minimum of 60% of the global mark, will be asked to attend for an interview which will be conducted by a Selection Board.

6.11 The final order of merit will be published by, and exhibited on the notice board of, the Ministry which is issuing the call for applications.

6.12 A notification of the issue of the final result will (i) appear on the website of the Ministry which is issuing the call for applications and (ii) be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

Submission of Applications

7.1 Candidates are to apply through the Recruitment Portal of the Ministry for Education and Employment (<https://edurecruitment.gov.mt/>). Applications, together with (i) a detailed curriculum vitae (Europass format) showing qualifications and experience; (ii) a copy of their identity card; (iii) an up-to-date Service and Leave record form (GP47) in case of Public Officers; (iv) a Certificate of Conduct in case of non-Public Officers; (v) scanned copies of qualifications including transcripts where applicable and (vi) an examination fee of EUR 9.30 (non-refundable) are to be submitted online on (<https://edurecruitment.gov.mt/>) from **Friday, 22 January, 2021** till **17.15 hrs** (Central European Time) of **Friday, 5 February, 2021**.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes 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 later, to submit any incorrect or incomplete documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- the applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- petitions on the final result;
- medical examination;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from Corporate Services Directorate, Ministry for Foreign and European Affairs, Human Resources Section, 331, Allied House, St Paul Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, fax number and e-mail address of the Directorate where the vacancy/ies lie/s are www.foreignandeu.gov.mt, +0356 2204 2323 and recruitment.mfea@gov.mt .