

Ministry for Agriculture, Fisheries and Animal Rights  
Corporate Services Directorate,  
Agriculture Research and Innovation Hub,  
Ingiered Road,  
Luqa, LQA 3300

Date: 24th March 2023

Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

**Expression of Interest from amongst Public Officers to be assigned duties as: Data Collectors/Interviewers for the Catch Assessment Surveys (CAS) in the Department of Fisheries and Aquaculture within the Ministry for Agriculture, Fisheries and Animal Rights**

1. In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Department of Fisheries and Aquaculture within the Ministry for Agriculture, Fisheries and Animal Rights is seeking to identify suitable Public Officers to perform duties as cited above, for a period of five (5) years, which may be renewed for further periods.

2. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Head of Department where they are assigned. Selected candidates must attend appropriate training. This training, as well as the interviews, will be held during working hours in the morning.

3. The period of assignment shall be reckonable as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes. The performance of such duties will also be acknowledged in the Service and Leave Record Form (GP47).

3.1. Catch Assessment Surveys (CAS) are conducted by the Department of Fisheries and Aquaculture in line with Commission Delegated Decision (EU) 2021/1167, establishing the multiannual Union programme for the collection and management of biological, environmental, technical and socioeconomic data in the fisheries and aquaculture sectors. CAS are carried out for every month within a calendar year.

**Terms and Conditions**

4. Interviewers will be remunerated at the rate of €20.00 per completed questionnaire. This rate includes interalia, all taxes and costs incurred by the interviewer in contacting interviewees as well as transport costs. Payment will take place upon successful completion of the assigned surveys and may be withheld, in part or in full, if the assignment is terminated prior to the successful completion of the assigned surveys.

4.1. Interviewers will report to the Director General (Fisheries and Aquaculture), or his delegated representative, and the selected applicant will be required to sign an undertaking signifying their commitment to the assignment. Failure to abide by the directions and/or timeframes set by the Director General (Fisheries and Aquaculture) and/or his representative, without proper justification, may lead to the immediate termination of the assignment.

4.2. Interviewers will be requested to attend for training and briefing sessions. These may take place during office hours and for this purpose selected applicants will be expected to make their own arrangements to be released from their place of work. No additional remuneration is applicable for attendance to these sessions.

4.3. The Data Collectors/Interviewers shall form part of the Fisheries Research Unit within the Department of Fisheries and Aquaculture and shall be working on a part-time basis.

## **Duties**

5. Eligible Officers are thus invited to submit their expression of interest in being assigned duties related to one or more of the above-captioned designations. The duties and eligibility requisites are outlined at Annex 'A'. Officers on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations, who satisfy the necessary eligibility requisites, may also apply.

## **Eligibility Requirements**

6. Eligible applicants will be requested to attend for an interview to assess their suitability for those duties in which they expressed an interest. Selected candidates will be deployed according to both the outcome of such assessment and Public Service exigencies.

6.1. Public Officers in a Scale not below Scale 16, or Public Sector employees in a comparable Salary Scale are invited to submit their expression of interest, to perform duties as Data Collectors/Interviewers, in the collection of CAS data for reference years from 2023 onwards. Due consideration will be given to applicants who have proven relevant work experience and who:

- a) have an understanding of the Maltese Fisheries Industry, including the various types of fish caught, fishing vessels and gears used and what species they target in general;
- b) have knowledge on the catch and variables (ex. days at sea, fishing trips, target species according to gear used, etc.) and their implications on a fishing operation;
- c) have an understanding of recognising outliers when collecting data (ex. exaggerated figures, etc) to then follow up with interviewee to adjust figures to accurate amounts;
- d) have good communication skills, both verbal and written and the ability to take different approaches and adapt for each interviewer to deliver complete and good quality data;
- e) comfortable using technology such as smartphones, tablets and laptops, and applications/software (such as Excel or other spreadsheet software) to collect, input and manage data collected;
- f) fluent in the Maltese and English languages, to facilitate communication with interviewers;
- g) able to manage time effectively to meet deadlines and ensure that the data is collected in a timely manner;
- h) hold experience in data collection within the fisheries industry and/or experience in collecting other data through surveys, interviews and/or observations in other sectors.

7. Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the Officer's submission. Scanned copies sent electronically are acceptable.

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

8. The result of the selection process will be published by the Department of Fisheries and Aquaculture, and exhibited on the noticeboard of the Department of Fisheries and Aquaculture at the Agriculture Research and Innovation Hub, Ingiered Road, Luqa.

8.1. Petitions objecting to the result of the selection process should reach the Director General (Fisheries and Aquaculture) within ten (10) working days from the date of publication of the result.

## Submission of Applications

9. Applications are to be submitted, for the attention of the Director General (Fisheries and Aquaculture), Ministry for Agriculture, Fisheries and Animal Rights, through the Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. Whilst in the case of Public Sector employees performing duties in the Public Service and RSSL employees, the HR Unit of the ministry /department issuing the call for application must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of which it will be understood that no disciplinary action was ever taken). In the case of Public Sector employees performing duties in the Public Service, the HR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry. The closing date of the receipt of applications is **17:15hrs (Central European Time) of Tuesday, 11th April, 2023**. A computer-generated e-mail 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.

10. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

11. Applications which are received after closing date and time (i.e. late applications) are not allowed.

12. 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 latter, to submit any incorrect or incomplete or missing documents.

13. Selected officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

Sharlo Camilleri  
Permanent Secretary  
Ministry for Agriculture, Fisheries and Animal Rights

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