

Ministry for Health

Post of Allied Assistant in the Ministry for Health

Nomenclatures denoting the male gender include also the female gender.

1. The Director General (People Management), Ministry for Health invites applications for the post of Allied Assistant in the Ministry for Health.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of Allied Assistant is Salary Scale 13, which in the year 2022 is, €18,074 per annum, rising by annual increments of €335.50 up to a maximum of €20,087.

2.3 An Allied Assistant will progress to Scale 12 (which in the year 2022 is €19,323 x €354.00 - €21,447) on completion of five (5) years full time or equivalent satisfactory service in the grade of Allied Assistant in Salary Scale 13.

2.4 An Allied Assistant will be promoted to Senior Allied Assistant in Scale 10 (which in the year 2022 is €21,950 x €407.67 - €24,396) if in possession of MQF Level 5 Diploma (with a minimum of 60 ECTS/ECVET credits or equivalent) relevant to the area of work AND on completion of five (5) years full time or equivalent satisfactory service in the grade of Allied Assistant in Salary Scale 12.

2.5 An Allied Assistant in possession of an MQF Level 6 (with a minimum of 180 ECTS/ECVET credits) that is related to the area of work, shall be placed on Salary Scale 10 (which in the year 2022 is €21,950 x €407.67 - €24,396). All years of service shall be taken into consideration on a notional basis.

2.6 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent union.

2.7 Lateral applications in the same grade from public officers are not allowed.

2.8 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.

Duties

3.1 The job duties for the post of Allied Assistant may be viewed in Annex A attached to this Circular.

Further details of the job description of the post may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta, VLT 1171, which may also be contacted by email at recruitment.health@gov.mt.

3.2 An appointee may be required to perform duties in any of the health care services of the Government of Malta at the discretion of the Management.

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 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. (a) proficient in the Maltese Language. However, candidates who do not possess proficiency in the Maltese language will still be considered but must provide evidence of basic proficiency in the Maltese Language before confirmation of appointment, which is six (6) months, 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. Allied Assistants engaged who would have not obtained this certification within the probationary period of six (6) months, will be given a onetime extension of six (6) months to successfully obtain this certification, prior to confirmation of their appointment. Any related course and assessment fees are to be paid by prospective selected candidates.

AND

(b) proficient in the English Language;

Either

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

OR

- by providing by the interview date, a valid certificate of IELTS (International English Language Testing System) of 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 6-month Full Time Equivalent certified work experience as an Allied Assistant in the United Kingdom, Ireland or any other English Speaking country where English is the primary and/ or the official language.

AND

iii. in possession of a MQF Level 4 qualification in either Advanced Diploma in Applied Science or Advanced Diploma in Health Sciences or Advanced Diploma in Health and Social Care with a minimum of 120 ECTS/ECVETS credits or equivalent*, or a comparable qualification from a recognised Institution.

* 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 120 ECTS/ECVET credits. The advice of the MFHEA may be sought;

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

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 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.

4.4 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position 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. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MFHEA recognition statements in respect of their qualifications from MFHEA, 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 (<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 for the post. 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 paragraphs 4.1 - 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta, VLT 1171, through the Online Government Recruitment Portal only on <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Friday, 7th October, 2022. 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.

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 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;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- 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 at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the People Management Division, Ministry for Health, 15, Palazzo Castellania, Merchant Street, Valletta, VLT 1171. 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 Division are <http://deputyprimeminister.gov.mt> and recruitment.health@gov.mt.

Maureen Mahoney
Director General (People Management)

f/Permanent Secretary