

Circular No. HR/MG 5/2023

People Management Unit  
Corporate Services Directorate  
Ministry for Gozo  
St Francis Square  
Victoria, Gozo  
Malta

Date: 9th February 2023

To: Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

### **POST OF TRADESMAN/SENIOR TRADESMAN (CARPENTER) IN THE MINISTRY FOR GOZO**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary, Ministry for Gozo invites applications for the post of Tradesman/Senior Tradesman (Carpenter) in the Ministry for Gozo.

#### **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 Tradesman/Senior Tradesman (Carpenter) is Salary Scale 16, which in the year 2023 is equivalent to, €15,372.57 per annum, rising by annual increments of €263 up to a maximum of €16,950.57.

2.3 A Tradesman will progress to Scale 15 (which in the year 2023 is €16,452.64 x €298 - €18,240.64) on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Tradesman will be promoted to the grade of Senior Tradesman in Scale 14 (which in the year 2023 is €17,672.36 x €316.83 - €19,573.34) on completion of ten (10) years service in the grade of Tradesman, or five (5) years if in possession of a Higher Technician Diploma or an appropriate, recognised, comparable or higher technical qualification, subject to satisfactory performance.

2.5 The Higher Technician Diploma is rated at MQF Level 5 with the Malta Qualifications Framework (subject to a minimum of 60 ECTS/ECVET credits or equivalent\*). A person in possession of an MQF Level 4 appropriate recognised qualification (subject to a minimum of 120 ECTS/ECVET credits or equivalent\*), followed by two (2) years proven by appropriate experience shall be deemed to satisfy the clause Higher Technician Diploma or appropriate equivalent qualification.

\*A recognised qualification comparable to 60/120 ECTS/ECVET credits, as applicable, is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

2.6 The 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 of Malta and the competent Union.

2.7 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.

2.8 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. The job duties for the post of Tradesman/Senior Tradesman (Carpenter) 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 Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations. Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible, and are:

(i) in possession of a Journeyman's Certificate in the trade of Carpenter after having successfully completed the relative course of study under the Extended Skills Training Scheme (ESTS) or a recognised, appropriate, comparable or higher qualification;

### **OR**

(ii) are public officers whose competence in the trade of Carpenter has been certified by the Trade Testing Board set up under the Employment and Training Services Act, or a relevant comparable programme in the field at MQF Level 2.

4.2 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.

4.3 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.

4.4 (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.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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.

4.7 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).

4.8 Public Officers who are ordinarily resident in Gozo but currently work in Malta, and who hold the same substantive grade as that being advertised, may apply laterally. If selected, such officers will be transferred to the Ministry for Gozo, carrying their respective grade and salary entitlement. It is clarified that such candidates will not be awarded additional marks in the selection process for the possession of any qualifications which are an eligibility requirement as stated in this call for applications.

### **Submission of Supporting Documents**

5.1 Qualifications and experience claimed must be supported by certificates/transcripts 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 to 4.5, have proven relevant work experience.

### **Submission of Applications**

7.1 Applications are to be submitted, for the attention of the Corporate Services Directorate, Ministry for Gozo 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 the applicant). The GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. The closing date of the receipt of applications is **17.15 hrs (Central European Time) of Friday 24th February, 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 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://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from People Management Unit at the Corporate Services Directorate within the Ministry for Gozo, St Francis Square Victoria Gozo. 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 Directorate are <http://mgoz.gov.mt/en/Pages/Employment%20Opportunities/Calls.aspx> and [recruitment.mgoz@gov.mt](mailto:recruitment.mgoz@gov.mt).

John Borg  
Permanent Secretary  
Ministry for Gozo

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