

Ministry for Foreign and European Affairs and Trade

Position of Research Analyst (Economic and Financial Affairs) in the Ministry for Foreign and European Affairs and Trade

Nomenclatures denoting the male gender include also the female gender.

1. The Director for Corporate Services, Ministry for Foreign and European Affairs and Trade invites applications for the position of Research Analyst (Economic and Financial Affairs) in the Ministry for Foreign and European Affairs and Trade.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Research Analyst in the Permanent Representation of Malta to the EU in Brussels (Belgium).

2.2 The position of Research Analyst is subject to a probationary period of one (1) year.

2.3 Since this is a position of trust, the position of Research Analyst constitutes an objective reason which falls under Regulation 7(4) (b) (ii) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5 Accepting appointment in this position 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.

2.6 Unsatisfactory performance as Research Analyst during any time of this assignment period will lead to termination of the Agreement.

2.7 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Research Analyst.

2.8 a. The engagement as Research Analyst is on a full-time basis and the selected candidate will be stationed in Brussels (Belgium).

b. The selected candidate must be able to move to Brussels within one (1) month of being informed that she/he has been successful in the application process.

2.9 Public Sector employees selected for the position of Research Analyst must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as Research Analyst before signing their Agreement as Research Analyst.

2.10 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Research Analyst, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Research Analyst.

Salary pegged to the position

3.1 The Malta Salary and the Post Adjustment Allowances attached to the position of a Research Analyst is equivalent to the maximum step of Salary Scale 9 less an increment (equivalent to €26,731.44 in 2023), with attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one (1) year service, whichever is the later. In addition, the Research Analyst will be granted the financial allowances and benefits provided for in the Conditions of Service for Officers Serving Overseas.

3.2 In cases where the selected candidate is already currently serving in the position of Research Analyst at a salary scale, benefits and allowances that are higher than those established at section 3.1 above, the applicable compensation upon re-appointment in such exceptional cases shall be the higher applicable salary scale, benefits and allowances.

3.3 For the duration of the Agreement, the Research Analyst shall abide by the 'Conditions of Service for Officers Serving Overseas' (MFA 9/2015; CONDSER June 2015 V1.1) and which may be updated from time to time.

Duties

4. The job duties for the position of Research Analyst may be viewed in Annex A attached to this Circular.

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- i. citizens of Malta;
- ii. proficient in the Maltese and English languages; knowledge of French is considered an asset;
- iii. in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent)* in areas that would enable them to effectively discharge their duties in the selected area.

*A recognised qualification comparable to 60/180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

iv. Public Officers applying for this position 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.

5.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent*.

* A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

(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 required above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF Level, by the closing time and date of the call for applications.

5.3 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 GP47 is to be requested by 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.

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 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.

5.6 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).

5.7 Applications from a serving Research Analyst at the Permanent Representation of Malta to the European Union in Brussels will only be considered if he/she has served by the closing date of this call for applications a minimum of two (2) years in the current Research Analyst position.

Submission of Supporting Documents

6.1 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 on <https://recruitment.gov.mt>.

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director for Corporate Services, Ministry for Foreign and European Affairs and Trade 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, 24th March, 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.

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

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

8.4 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

9. 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;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- 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 the Human Resources Department, Ministry for Foreign and European Affairs and Trade, 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, contact number and e-mail address of the receiving Department are www.foreign.gov.mt, (+356) 2204 3030 and recruitment.mfet@gov.mt.

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Ministry for Foreign and European Affairs and Trade