

Circular No. HR/MEER 7/2024

Ministry for the Environment,  
Energy and Regeneration  
of the Grand Harbour

6, Qormi Road,  
Sta Venera SVR 1302

Date: 23rd February 2024

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

**Post of Security Guard in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour**

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

1. The Director General (Operations) on behalf of the Permanent Secretary, Ministry for the Environment, Energy and Regeneration of the Grand Harbour invites applications for the post of Security Guard in the Ministry for the Environment, Energy and Regeneration of the Grand Harbour.

**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 Security Guard is Salary Scale 16, which in the year 2024 is equivalent to, €16,130 per annum, rising by annual increments of €263 up to a maximum of €17,708.

2.3 A Security Guard will progress to Scale 15 (€17,265 x €298 - €19,053 in the year 2024) on completion of five (5) years service in the grade, subject to satisfactory performance and to Scale 14 (€18,538.02 x €316.83 - €20,439 in the year 2024) on completion of a further five (5) years service in Scale 15.

**Duties**

3. The job duties for the post of Security Guard 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, **whose salary is not above that of Salary Scale 15.**

**AND**

(i) able to communicate in the Maltese and English languages;

**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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.**

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.

### **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. Candidates must produce a copy of the individual result issued by the Director of Examinations for the qualifying exam for the post of Security Guard in the Malta Public Service. A copy of the result is to be sent through the Recruitment Portal together with the application.

### **Submission of Applications**

7.1 Applications are to be submitted, for the attention of the Director General (Operations), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 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 closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 8th March, 2024**. 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 moment 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 latest, 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;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- 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 address [https://recruitmentadmin.gov.mt/attachments/2024\\_02\\_13\\_11\\_44\\_48\\_General%20Provisions\\_ENG.pdf](https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) or may be obtained from the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Energy and Regeneration of the Grand Harbour, 6, Qormi Road, Sta Venera, SVR 1302. 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 Department/Division/Directorate are [sustainability.gov.mt](http://sustainability.gov.mt) and [humanresources.meer@gov.mt](mailto:humanresources.meer@gov.mt)

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