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Circular No. HR/MFEA/01/2022

Ministry for Foreign and European Affairs
Palazzo Parisio
Merchants Street
Valletta VLT 2000

Date: 14 January 2022

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

EXPRESSION OF INTEREST FROM PUBLIC OFFICERS AND PUBLIC SECTOR EMPLOYEES TO BE CONSIDERED TO PERFORM DUTIES OF ATTACHE AT ONE OF MALTA'S DIPLOMATIC MISSIONS ABROAD

Nomenclatures denoting the male gender include also the female gender.

1.1 The Director for Corporate Services of the Ministry for Foreign and European Affairs, invites public officers and public sector employees to express their interest to be considered to perform the duties of Attaché at a diplomatic mission abroad which falls under the Ministry for Foreign and European Affairs.

1.2 The purpose of this call is to establish a pool of public officers and public sector employees that are willing to be posted to Malta's missions abroad such that when a vacancy arises, they could be deployed, within three (3) to six (6) months from notification. The length of the period will be proportionate to the duration of the posting.

1.3 Malta's missions abroad contribute towards the implementation of Malta's Foreign Policy, the provision of consular services to Maltese communities overseas and the promotion of Malta, amongst other functions. Missions Abroad are generally headed by an Ambassador, assisted by a Malta Based Officer and supported by Locally Engaged Employees. Selected officers/employees are to assist the staff at missions abroad to undertake their core functions. Working at missions abroad provides the opportunity to serve Malta overseas and to experience interaction with people of different nationalities, cultures and beliefs, in a manner that is not comparable to many other openings in the Malta Public Service.

Duration of assignment and Conditions

2.1 The Ministry for Foreign and European Affairs currently has 42 missions abroad (list in Annex I). The duration of a posting as Attaché at one of the listed missions abroad can range between 6 to 36 months, depending on the exigencies of the service.

2.2 The position of Attaché is subject to a probationary period of one (1) year for postings of 36 months and of 18 months, and six (6) months for postings of less than 18 months.

2.3 Since this is an assignment for the performance of duties on trust basis, as Attaché, such 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 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.

2.5 Unsatisfactory performance during the Posting Training and in the performance of duties as Attaché during any time of the posting will lead to the removal from the pool of Attachés and/or to the termination of the Agreement.

2.6 The selected candidates will be bound by the terms and conditions stipulated in the Agreement for the performance of duties as Attaché.

2.7 The engagement as Attaché is on a full-time basis and the selected candidate will be stationed at one of Malta's Missions Abroad, listed in Annex I, as the need may arise.

2.8 Upon being notified that a vacancy has arisen at a specific mission abroad and the duration of the posting, public officers or public sector employees that expressed their interest, to be considered for a posting will be contacted in order of merit, to confirm their willingness to be posted as Attaché where the vacancy has arisen. Upon their acceptance and following the period indicated in Article 1.2 of this call, the officer will be required to take up his/her posting at the mission abroad.

2.9 Successful candidates will remain eligible for a posting for two (2) years from date of publication of the result, following which a new expression of interest will be required to be considered for a posting.

2.10 Until the successful candidates are posted to a mission abroad, they remain in their current place of employment under their current conditions. Such officers/ employees would form part of the pool of officers/employees that are on standby, awaiting deployment at a mission abroad when a vacancy arises.

2.11 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 posting as Attaché, the selected candidate will resume his/her employment with such entity once s/he no longer perform the duties of Attaché.

2.12 Selected Attaché(s) will be required to undertake a Posting Training Programme (which lasts approximately 10 weeks in total) before being deployed at a mission abroad. This Training programme will be carried out during working hours and requires the selected applicant's current supervisor to release him/her from his/her duties to attend. Training can be undertaken by officers/employees that are selected to form part of the pool awaiting deployment.

Salary pegged to the position

3.1 Selected officers will continue to receive their Malta Salary as per their current substantive grade/indefinite status. In addition to their Malta Salary, selected officers will receive a Post Adjustment Allowance when they are posted at a mission abroad.

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

Duties

4. The job duties for the position of Attaché 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) Public Officers in a substantive grade/indefinite status on salary scales 6 to 11 and Public Sector employees in a comparable salary scale and status. Public officers/employees who are currently engaged on a contract for a definite period cannot apply.

(iii) Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organisations or Public Sector employees performing duties in the Public Service or RSSL employees are eligible to apply.

AND

(iv) Proficient in the Maltese and English language. Knowledge of other foreign languages are considered an asset;

(v) 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 as Attaché at a mission abroad, plus three (3) years relevant work experience. Bachelor's qualification in International Affairs, European Affairs or Diplomacy will be considered an asset.

**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 is comparable to 60/180 ECTS/ECVET credits. The advice of the MQRIC may be sought.*

5.2 Public officers and Public Sector employees applying for this position must be confirmed in their current appointment.

5.3 To determine the comparable level of responsibility of Public Sector employees and RSSL employees to the level of responsibility required of public officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

5.4 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

5.5 Qualifications at a level higher than that specified above will be accepted for eligibility purposes.

5.6 Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.7 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.8 Public Officers 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 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.

5.9 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).

5.10 Applications from a serving Malta Based Officer currently serving at a Mission Abroad will only be considered if by the closing date of this call for applications, s/he served a minimum of at least two years in the current posting. Furthermore, cross postings will be subject to the provisions of the Conditions of Service.

Submission of Supporting Documents

6.1 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>).

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 100 and the pass mark is 60. The methodology of assessment will be as explained in Annex III.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in sub paragraphs 5 above, have proven relevant work experience in particular in the following areas: account keeping, project management, procurement, followed an EU working group, public administration.

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, through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the 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. The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 28 January, 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.

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;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- 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 Human Resources, Ministry for Foreign and European Affairs, 331, Allied House, St Paul's 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/Division/Directorate are www.foreignandeu.gov.mt, (+356) 22042249 and recruitment.mfea@gov.mt.

Mr Tonio Briguglio
Director for Corporate Services
Ministry for Foreign and European Affairs