

Circular No. HR/MECP 1/2021

Ministry for the Environment,
Climate Change and Planning

6, Qormi Road,
Sta Venera SVR1301

Date: 8th January 2021

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

**POST OF TECHNICAL OFFICER (SITE CO-ORDINATION) IN THE MINISTRY FOR THE ENVIRONMENT,
CLIMATE CHANGE AND PLANNING**

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, Climate Change and Planning invites applications for the post of Technical Officer (Site Co-Ordination) in the Ministry for the Environment, Climate Change and Planning.

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 Technical Officer (Site Co-Ordination) is Salary Scale 12, which in the year 2021 is equivalent to, €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.3 The appointee shall 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.

2.4 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.

2.5 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 Technical Officer (Site Co-Ordination) 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 **who must be confirmed in their current appointment** and who are:

i) in the grade of Assistant Technical Officer whose appointment in such grade has been confirmed; **OR**

ii) in the grade of Senior Technician or Senior Tradesman and who are in possession of a Higher Technician Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in a related technical area or a comparable qualification at MQF Level 5; **OR**

iii) in the grade of Senior Technician or Senior Tradesman, whose appointment in such grade has been confirmed and who are in possession of a recognised (two (2) year full-time or equivalent*) qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in a relevant technical area, or an appropriate, recognised, comparable qualification and two (2) years proven relevant work experience.

The Higher Technician Diploma is rated at Level 5 within 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 appropriate experience shall be deemed to satisfy the clause 'Higher Technician Diploma or appropriate equivalent qualification' found under paragraph 4.1 (ii).

*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 60/120 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

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

4.4 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/ECVETS 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.

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 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).

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 one hundred per cent (100%) and the pass mark is fifty per cent (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 Director (Corporate Services), Ministry for the Environment, Climate Change and Planning, 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 applicant), and an updated Service and Leave Record Form (GP47) 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, 22nd January, 2021**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained 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 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 the Corporate Services Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Climate Change and Planning, 6, Qormi Road, Sta Venera SVR1301. 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 www.environment.gov.mt and humanresources.mecp@gov.mt.

Dennis Buttigieg
Director General (Operations)
f/Permanent Secretary, MECP

OR