

Ministry for the Environment, Sustainable Development and Climate Change

POSITION OF MANAGER (PAYING AGENCY) IN THE AGRICULTURAL AND RURAL PAYING AGENCY IN THE MINISTRY FOR THE ENVIRONMENT, SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE

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, Sustainable Development and Climate Change invites applications for the position of Manager (Paying Agency) in the Agricultural and Rural Paying Agency. This position may be co-financed by the European Agricultural Fund for Rural Development 2014-2020.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as a Manager (Paying Agency) in the Agricultural and Rural Paying Agency, which may be renewed for further periods.

2.2 The position of Manager (Paying Agency) is subject to a probationary period of twelve (12) months.

2.3 Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of S.L. 452.81.

Salary pegged to the position

3.1 The salary attached to the position of Manager (Paying Agency) is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to EUR 26,086.83 in 2018), with attainment of maximum on confirmation of appointment after the probationary period of one (1) year.

3.2 A selected candidate will also be entitled to:

- (i) A performance bonus of up to 10% of his/her basic salary. The actual rate will be established at the discretion of the Permanent Secretary (MESDC);
- (ii) A disturbance allowance (in lieu of overtime) of 15% of the respective scale which may, in exceptional circumstances and for specific periods duly authorized by the respective Permanent Secretary, be increased to 25%. This disturbance allowance shall not be payable to officers while they are working on reduced hours or on any teleworking arrangements; and
- (iii) A pro-rata responsibility allowance flat at 25% of the respective salary scale.

Duties

4. The duties of Manager (Paying Agency) include:

(i) Supporting the Agency's operation by performing at a high-level as assigned within any one of its functions for the effective and efficient delivery of its business, to implement and execute schemes, programmes, measures and payments funded under the EAGF and the EAFRD, in a client-oriented manner;

(ii) Being responsible in a leading role in co-ordinating policy initiatives within the Agency, including those initiated at EU level, so as to ensure that appropriate early and decisive action is undertaken to chart a way forward and execute this in a timely and correct manner within resource constraints, in line with such directions as may have been given by superiors;

(iii) Representing the Paying Agency, Responsible Ministry and/or Malta as and where necessary, whether at local, national, international or at EU level;

(iv) Keeping direct superiors and the Head of the Paying Agency informed of developments in the assigned area, whether at EU or on a domestic level, including political, economic, social, technical, scientific or technological developments, as well as organizational developments that may impact or be relevant to the business of the Paying Agency, its functioning or accreditation;

(v) Drawing up succinct but comprehensive reports and briefs, both when requested or upon own initiative, on matters related to the Agency's business in his/her area of competence;

(vi) Implementing the Common Agricultural Policy legislation in force in his/her area of competence, including inter alia EU Council Regulations 1305/2015, 1306/2013, 1307/2013 and 1308/2013 and the related implementing and delegated acts, as well as relevant national legislation or rules as may be assigned or delegated by the Head of the Paying Agency or in line with such directions as may have been given by superiors;

(vii) Draw up and recommend to his/her direct superiors effective administrative monitoring and control procedures required in order to ensure correctness and timeliness for the authorisation of claims in his/her area of competence, and ensure that these are implemented, executed and reported upon in an efficient manner;

(viii) Contributing to the Agency's high level of accountability and transparency by keeping appropriate records of decisions and transactions made, providing a timely and effective response to queries by Audit Missions from the European Commission, the Internal Audit and Investigations Department, the National Audit Office or the Ombudsman;

(ix) Manage assigned subordinates by demonstrating leadership and a hands-on approach in the co-ordination and performance of activities of the unit and/or personnel under his/her charge in order to meet the Agency's objectives as set by his/her superiors, leading officials in all grades in any task by example where necessary, as well as liaising effectively with other departments, entities or stakeholders on the behalf of the Agency when and as required;

(x) Manage the performance of members of the Agriculture and Rural Payments Agency under his/her direct responsibility, in part by agreeing personal performance plans with them, setting clear targets and expectations based on work measurement in those plans, monitoring and evaluating their performance, providing regular feedback, pointing out areas for improvement, and actively using all available tools and mechanisms to motivate them and optimize their performance, while ensuring a trickle-down approach is also being used for their subordinates;

(xi) Undertake such communication, information or training actions as are needed to ensure effective transfer of knowledge and skills to staff and/or stakeholders, including through the design and implementation of information, promotional or awareness campaigns as directed by the Head of the Paying Agency or in line with such directions as may have been given by superiors;

(xii) Supporting and contributing to the successful implementation of the responsible Ministry's initiatives, including such electoral manifesto measures, budgetary implementation measures, simplification and better regulation measures or other public service initiatives or obligations as may be required;

(xiii) Demonstrating in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by working late or on weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;

(xiv) Any other duties as directed by the Head of the Paying Agency or his/her representative/s; and

(xv) Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Eligibility requirements

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

(i) (a) citizens of Malta; or

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(ii) Able to communicate effectively in the Maltese and English languages;

(iii) (a) In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in European Studies, International Studies, Management Studies, Accountancy, Economics, Business Studies, Public Policy, Finance, Banking, Communications, Legal Studies, Environment Studies, Earth Systems, Geography or Psychology, or a comparable professional qualification, plus one (1) year relevant work experience; Or

(b) In possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in European Studies, International Studies, Management Studies, Accountancy, Economics, Business Studies, Public Policy, Finance, Banking, Communications, Legal Studies, Environment Studies, Earth Systems, Geography or Psychology, or a comparable professional qualification, plus three (3) years relevant work experience; Or

(c) Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in European Studies, International Studies, Management Studies, Accountancy, Economics, Business Studies, Public Policy, Finance, Banking, Communications, Legal Studies, Environment Studies, Earth Systems, Geography or Psychology, or a comparable professional qualification; Or

(d) Public Sector employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in European Studies, International Studies, Management Studies, Accountancy, Economics, Business Studies, Public Policy, Finance, Banking, Communications, Legal Studies, Environment Studies, Earth Systems, Geography or Psychology, or a comparable professional qualification; Or

(e) Incumbents in an EU Fund Management related position of Manager, whose appointment in the position has been confirmed, on a personal basis.

5.2 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service 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.

5.3 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.

5.4 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 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

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 higher recognised MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.5 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the 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).

5.6 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.

5.7 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 documentation

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 on <https://recruitment.gov.mt>. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 one hundred percent (100%) and the pass mark is fifty per cent (50%).

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1-5.5, have proven relevant work experience in EU Fund Management, in Central Agencies or the Maltese Presidency of the Council of the European Union.

Submission of applications

8. Applications are to be submitted, for the attention of the Director General (Operations), Ministry for the Environment, Sustainable Development and Climate Change, 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), in PDF format (in case of Public Service Employees) or a Certificate of Conduct in PDF format 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 (in case of non-Public Service employees). These are to be uploaded through the Portal. The closing date of the receipt of applications is **noon** (Central European Time) **of Friday, 07 December 2018**. A computer generated e-mail will be sent as an acknowledgement of the application.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to submit their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the ministry where they are performing duties, that they are officially performing duties in such ministry.

Further details concerning the submission of applications are contained in the general provisions referred to below.

Other general provisions

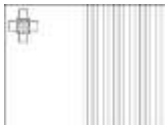
9. Other general provisions concerning this call for applications, with particular reference to:

- 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://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Human Resources Directorate (Attn: Assistant Director, Human Resources), Ministry for the Environment, Sustainable Development and Climate Change, 6, Qormi Road, St. Venera SVR 1301. 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://www.environment.gov.mt> and humanresources.mesdc@gov.mt.

Rural Development Programme for Malta 2014-2020



Part-financed by the European Union
Technical Assistance
The European Agricultural Fund for Rural Development
Co-financing rate:
75% European Union; 25% Government of Malta



Europe Investing in Rural Areas