Ministry for European Affairs and Equality

POST OF MANAGER II (PEOPLE MANAGEMENT) WITHIN THE DIRECTORATE CORPORATE SERVICES IN THE MINISTRY FOR EUROPEAN AFFAIRS AND EQUALITY

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Administration), Ministry for European Affairs and Equality invites applications for the post of Manager II (People Management) within the Directorate Corporate Service in the Ministry for European Affairs and Equality.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Manager II (People Management) is Salary Scale 7, which in the year 2019 is, €24,152.98 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.00.

2.3 A Manager II (People Management) will progress to Salary Scale 6 (€25,779.02 x €596.33 - €29,357.00 in 2019) after three (3) years satisfactory service as Manager II (People Management) in Salary Scale 7.

2.4 The selected candidate will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of his/her basic salary, subject to satisfactory performance and subject to Central Administration’s policies in force from time to time.

2.5 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in accordance with their area of specialization, subject to availability of vacancies and the exigencies of management.

2.6 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The duties of Manager II (People Management) include:

i. Assessing the effectiveness of the processes related to the People Management Section and recommend internal controls to ensure legislative and regulatory compliance;

ii. Assisting the Assistant Director (Human Resources & Administration) in performing duties related to the recruitment, promotions and progressions of employees in the general service, messengerial, industrial, technical, supervisory grades within the Ministry;

iii. Recommending the re-engineering and/or simplification of People Management processes;

iv. Assisting in conducting People Management compliance checks within the Ministry in order to verify that established standard procedures and the implementation of delegated processes are being adhered to;

v. Creating checklists and Standard Operational Procedures to ensure adherence to processes, procedures and regulations to minimise risks of lack of compliance;
vi. Making informed decisions and/or recommendations to his/her superiors on strategic, policy, procedural and operational matters and People Management planning;

vii. Assisting in the formulation of reports, presentation, annual reports and any other submissions as required;

viii. Ensuring that directions issued by the People and Standards Division are adequately documented, implemented and properly disseminated to satellite HR offices within the Ministry's departments;

ix. Assisting in the formulation and collation of the Ministry's HR Plans, including the vetting of HR Plans submitted from Directorates/Departments and entities within the Ministry and ensuring that requested vacancies are in conformity with approved collective/sectoral agreements and salary structures;

x. Ensuring that recruitment is carried out according to the approved HR Plans and the Ministry's yearly external recruitment allocation and that established timeframes in respect of recruitment processes are strictly adhered to;

xi. Assisting in the drafting of job descriptions and job specifications for all posts/positions required.

xii. Facilitating the Ministry's recruitment process including the drafting, vetting, processing and issuing of calls for applications following the necessary procedure as outlined and guided by prevailing policies and regulations and the People and Standards Division;

xiii. Preparing documents for renewals and termination of agreements;

xiv. Attending to queries through correspondence, e-mail, telephone or personal contact;

xv. Coordinating and implementing People Management activities, projects and ad hoc assignments;

xvi. Analysing any requests for all allowances, leaves, family friendly measures before referring for necessary approvals;

xvii. Performing the role of Data Protection Officer within the Corporate Services Directorate;

xviii. Ensuring updated record-keeping of directions issued by higher authority through the creation of databases to facilitate cross-referencing and coherence in future decision-making processes;

xix. Monitoring the implementation of Directives, particularly to Directives 7, 9, 10 and 12 and ensuring compliance within the Ministry;

xx. Assisting in the interpretation and application of Sectoral Agreements;

xxi. Providing assistance and clarifications to departments/directorates and entities under the Ministry's remit with regard to People Management queries;

xxii. Ensuring that Secretariat Contracts are in conformity with relevant guidelines and that renewals of such contracts are carried out in a timely manner;

xxiii. Provide effective and timely responses to queries raised by the Office of the Ombudsman, National Audit Office, Industrial Relations Unit, Parliamentary Questions and other institution of oversight, assisting in drafting replies and ensure effective implementation of any recommendations as directed by superiors;

xxiv. Dealing with Discipline cases in terms of prevailing regulations and policies;
xxv. Preparing projections and budgetary estimates relating to personal emoluments on a monthly basis;

xxvi. Monitoring salary processes and ensuring that allowances are being granted according to Collective/Sectoral Agreements and PSMC regulations or ad hoc approvals;

xxvii. Monitoring and supervising subordinates;

xxviii. Keeping himself/herself updated with policies, manuals, codes, regulations and related templates occurring within the Public Administration;

xxix. Contributing to the development of a regulatory framework and programmes that will ensure the successful and correct implementation of delegated People Management processes;

xxx. Assisting in the process of requests for detailing/deployment/secondments and transfers as per Public Service Management Code and respective manuals;

xxxi. Carrying out any other task as directed by the Director (Corporate Services) and the Permanent Secretary (Administration) MEAE; and

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

Eligibility requirements

4.1 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) must be proficient in the Maltese and English language;
in possession of a recognized Master’s qualifications 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 Work & Human Resources Management, Psychology, Training & Development, Public Administration, Public Management or a comparable professional qualification.

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

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

4.3 Applicants must be of conduct which is appropriate to the post 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).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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

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

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 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.3, have proven relevant work experience.

Submission of applications

7. Applications, are to be submitted, for the attention of the Director Corporate Services, Ministry for European Affairs and Equality, 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 been in Government Service giving details (in case of non-Public Service employees), which are to be uploaded through the Portal. The closing date of receipt of applications is noon (Central European Time) of Friday, 15th February, 2019. A computer-generated email 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.

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://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx or may be obtained from the Director, Corporate Services at the Ministry for European Affairs and Equality, Tal-Pilar, 31B, Marsamxett Road, Valletta. 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 www.meae.gov.mt and hr.meae@gov.mt.