

Office of the Prime Minister

POSITION OF MANAGER (PROJECTS) FOR THE PROJECT “ERDF 02.035 – CONNECTED EGOVERNMENT (CONvErGE)” IN THE OFFICE OF THE PRIME MINISTER

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Strategy & Implementation), Office of the Prime Minister, invites applications for the position of Manager (Projects) for the project “ERDF 02.035 – Connected eGovernment (CONvErGE)” in the Office of the Prime Minister.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a three (3) year assignment as Manager (Projects) in the Office of the Prime Minister to work on the project “ERDF 02.035 – Connected eGovernment (CONvErGE)” in the Office of the Prime Minister, which may be renewed for further periods.

2.2 The position of Manager (Projects) 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 Subsidiary Legislation 452.81 entitled “Contracts of Service for a Fixed Term Regulations”.

2.4 This position is part-financed by the European Union through the European Regional Development Fund (European Structural and Investment Funds 2014-2020) at the rate of 80% European Union and 20% National Funds.

Salary pegged to the position

3. The salary attached to the position of Manager (Projects) is equivalent to Salary Scale 7 currently €24,153 per annum in 2019, rising by annual increments of €531.17 up to a maximum of €27,340.

Duties

4. The duties of Manager (Projects) include:

- a) Managing the effective implementation of the CONvErGE Project in accordance with the applicable EU and National Rules;
- b) In liaison with the project leader and the respective project teams responsible for particular components of CONvErGE, developing work plans in accordance with the Project Application and eventually in line with the Grant Agreement, including setting of tasks, deadlines, and monitoring and summarizing progress of the assigned projects;
- c) Undertaking all necessary training as requested/required by the Project Leader for the successful implementation of the assigned project/s;

- d) Participating in meetings as requested/required by the Project Leader for the CONvErGE project;
- e) Working closely with the Project Leader and assisting him/her on the project management during its implementation as well as during any audit;
- f) Observing all provisions of the Manual of Procedures and any other publication issued by the Managing Authority on the assigned project, liaising regularly with and reporting to the Project Leader regarding day to day management;
- g) Making optimal usage of all available tools for the successful implementation of the assigned project, including the Structural Funds Database (SFD) and any other necessary software as directed;
- h) Preparing progress and any other project related reports as required and uploading of information on the relevant programmes as may be directed;
- i) Liaising with the respective project single point of contacts (SPOCs) and their respective teams responsible for the implementation of the individual components of the CONvErGE project;
- j) Coordinating the administrative work in relation to the project, liaise with all the stakeholders involved, and organizing meetings with all parties concerned as necessary and as instructed by the Project Leader;
- k) Coordinating promotional activities and information materials for the assigned projects, always in accordance with established regulations and procedures;
- l) Monitoring the costs, time schedule and quality of work performed, and the proposing of suggestions and possible implementation, for better performance of the assigned projects;
- m) Verifying all the works carried out against submitted invoices, authorizing the processing of payments and coordinating with the Project Leader in the processing of these payments;
- n) Reporting on a regular basis to, and/or as directed by the Project Leader regarding overall progress of the CONvErGE project and disbursement of funds, together with any issues and risks which may affect the successful completion of assigned projects;
- o) Carrying out any other duties as directed by the Project Leader or his representative;
- p) Carrying out 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) must be proficient 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 Information and Communications Technology or Management or Administration or Public Administration or European Studies 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 Information and Communications Technology or Management or Administration or Public Administration or European Studies 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 Information and Communications Technology or Management or Administration or Public Administration or European Studies 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 Information and Communications Technology or Management or Administration or Public Administration or European Studies or a comparable professional qualification.

(e) An incumbent in the particular position on a personal basis, who has been confirmed in the position.

5.2 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/ECVETS credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the aforementioned eligibility criteria or higher, by the closing time and date of the call for applications.

5.3 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.

5.4 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.

In the eventuality that RSSL employees attain indefinite status in the Public Service in terms of S.L. 452.81, their employment with RSSL will *ipso facto* be terminated.

Unless RSSL employees attain indefinite status with the Public Service after the lapse of the four-year period in the position in terms of S.L. 452.81, appointees will be entitled to revert to their previous position with RSSL with their previous remuneration package at RSSL.

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 of the call for applications.

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 **50%**

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of applications

8. Applications are to be submitted for the attention of the Human Resources Branch, Finance and Administration Directorate, Office of the Prime Minister 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 applicants), and an updated Service and Leave Record Form (GP 47), 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 24th May 2019**. 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 action that may have 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 Human Resources Branch, Finance & Administration Directorate, Office of the Prime Minister, Auberge de Castille, 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.opm.gov.mt and human-resources.opm@gov.mt.



Operational Programme I – European Structural and Investment Funds 2014-2020
“Fostering a competitive and sustainable economy to meet our challenges”
Call for Employment part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds

