

**OPM Circular No. 9/2024**

OFFICE OF THE PRIME MINISTER

Auberge de Castille

Valletta VLT 1061

03 May 2024

Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Entities

**FILLING OF HEADSHIP POSITIONS**

The Senior Appointments Advisory Committee (SAAC) wishes to identify suitable public officers who could be recommended to fill a position in the Higher Executive Service, hereinafter referred to as Headship Positions<sup>1</sup> in Grade 3 (Salary Scale 3) shown in the list marked Appendix 'A' attached to this Circular. The appointment shall be made on the basis of an Agreement for a period of four years and will be subject to a one year probationary period.

**Eligibility**

**Appendix A - Heads of Department listed in the Second Schedule of the Public Administration Act.**

For applicants to be eligible in respect of these positions they must be:-

- (a) senior public officers who have a substantive grade of Scale 7 or higher **or** who have served for six consecutive years in the Public Service/Public Sector in positions classified in Scale 7 or higher; and
- (b) proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages.

<sup>1</sup> Headship Positions include 'Heads of Department' and 'Other offices with statutory powers' listed in the Second Schedule of the Public Administration Act (CAP 595), as well as any other positions of Director General and Director not listed therein

**Senior Public Officers applying for these Headship Positions must be confirmed in their current substantive grade.**

Officers currently occupying a Headship Position, and who have served at least one year of the term of their current performance agreement, may apply for the position advertised in this circular, subject to having satisfied the pertinent eligibility requirements. The one-year term eligibility criterion does not apply when one is applying for a higher position.

### **SAAC Interview Procedure**

Eligible applicants who have not sat for a psychometric test in the past two (2) years will be required to sit for such a test which will be held at the Institute for the Public Services (IPS).

Subsequently the applicant will be called for an individual interview at the discretion of the Senior Appointments Advisory Committee.

Further details regarding , the SAAC interview process and additional information may be viewed in the guidelines establishing *The Nomination Process for Headship Positions – Notes for Prospective Applicants* in this [<link>](#). As well in the *Manual regarding Headships and Assistant Director Positions in the Malta Public Service* [<link>](#)

### **Submission of Applications**

Eligible public officers who consider themselves suitable for any of the advertised positions are invited to apply through **the Recruitment Portal only** at the following address: <https://recruitment.gov.mt> **by not later than 17.15 pm of Friday, 17<sup>th</sup> May 2024.**

Guidelines to assist officers in the submission of applications online may be viewed at this [<link>](#).

### **Complete Application Checklist**

Applications must include:-

- A. a detailed *curriculum vitae* (in Europass format) which will include the continuous professional development record and attainment of qualifications;
- B. an updated Service and Leave Record Sheet issued not earlier than one (1) month from the date of application.

Documents A to B above are to be scanned and sent through the recruitment portal at: <https://recruitment.gov.mt> by not later than the closing date and time of the call for applications.

Completed applications should include a statement, highlighting the applicants':

- (a) motivation statement; and
- (b) the vision and what action needs to be taken to implement such vision

not exceeding a thousand words for both (a) and (b) which are to be submitted through the system.

IPS certification confirming successful completion of the Entry to Senior Management Level Programme (Management Toolkit), or current official status of attendance will be obtained directly by the Administration. Preference will be given to those officers who have successfully completed the Management Toolkit.

Should an officer who has not yet attended the Management Toolkit be nominated for a Headship Position, s/he would be required to attend and successfully complete the Toolkit within the first twelve months of appointment.

Conversely, officers who by the time of this call for applications have successfully completed the Management Toolkit, on being nominated for a Headship Position, they will be required to attend to and successfully complete a top-up course to the Management Toolkit within the first twelve months of appointment.

**LATE APPLICATIONS WILL NOT BE CONSIDERED. APPLICANTS WHO ARE DEEMED INELIGIBLE IN TERMS OF THIS CALL WILL BE INFORMED ACCORDINGLY.**

**Applicants are reminded that it is their responsibility to ensure the completeness and correct details of their application, as well as the submission of all required documentation. In case of any difficulties, they are to seek support.**

Prior to being called for the interview, prospective applicants would be required to fill a declaration indicating any possible or potential conflict of interest (e.g. business interests, private work, etc). The declaration form will be sent by email and is to be sent by email before coming to the interview.

The position description for the advertised position can be viewed from this [<link >](#).

Tony Sultana  
Principal Permanent Secretary