

Ministry for Tourism and Consumer Protection
Cleansing and Maintenance Division
Corradino Industrial Estate
Paola

Date: 10th July 2020

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

POST OF SENIOR FOREMAN IN THE MINISTRY FOR TOURISM AND CONSUMER PROTECTION

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Cleansing and Maintenance Division, Ministry for Tourism and Consumer Protection invites applications for the post of Senior Foreman in the Ministry for Tourism and Consumer Protection.

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 Senior Foreman is Salary Scale 11, which in the year 2020 is equivalent to, €19,350 per annum, rising by annual increments of €375.17 up to a maximum of €21,601.

2.3. A Senior Foreman will progress to Salary Scale 10 which in the year 2020 is (€20.603 x €407.67- €23,049) on completion of 5 years service in the grade, subject to satisfactory performance .

2.4. The appointee will 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.

2.5 Lateral applications from public officers are not allowed.

Duties

3. The job duties for the post of Senior Foreman 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 are:

(a) in the grade of Foreman whose appointment in such grade has been confirmed;

OR

(b) in the grade of Assistant Foreman whose appointment in such grade has been confirmed and who has not less than five (5) years' service in the grade;

OR

(c) in the grade of Assistant Foreman whose appointment in such grade has been confirmed and who are in possession of a Journeyman certificate Level 3 or advanced Diploma Level 4 in a relevant technical area or a comparable qualification.

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 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.

4.5. 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 on <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 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 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director General, Cleansing and Maintenance Division, Ministry for Tourism and Consumer Protection, 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 **13.30hrs (Central European Time) of Friday 24th July, 2020**. 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 Cleansing and Maintenance Division, Corradino Industrial Estate, Paola . These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Division is hr.cleansing@gov.mt.

Ramon Deguara
Director General, Cleansing and Maintenance Division
Ministry for Tourism and Consumer Protection

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