

Ministry for Finance
30, Maison Demandols
South Street
Valletta

Date: 5th July 2019

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

POST OF MANAGER I (PEOPLE MANAGEMENT) IN THE MINISTRY FOR FINANCE

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Merger and Administration), Ministry for Finance invites applications for the post of Manager I (People Management) in the Ministry for Finance.

Terms and Conditions

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

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

2.3 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 the area of People Management, subject to availability of vacancies and the exigencies of management.

2.4 The salary for the post of Manager I (People Management) is Salary Scale 10, which in the year 2019 is equivalent to, €19,958 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.

2.5 A Manager I (People Management) in Salary Scale 10 will progress to Scale 9 (€21,252 x €447.33 - €23,936 in 2019) on completion of two (2) years' service as Manager I, subject to satisfactory performance.

2.6 A Manager I (People Management) in Salary Scale 9 will progress to Scale 8 (€22,645 x €486.83 - €25,566 in 2019) on completion of five (5) years' service as Manager I, subject to satisfactory performance.

2.7 A Manager I (People Management) in Salary Scale 8 will progress to Scale 7 (€24,153 x €531.17 - €27,340 in 2019) on completion of three (3) years' service as Manager I, subject to satisfactory performance.

2.8 The Selected Candidate will also be entitled to a Performance Bonus of up to a maximum of 10% of the basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

Duties

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

- a) Contributing to the implementation and monitoring of People Management related legislation, Directives, regulations, policies and standing approvals;
- b) participating in the various stages of the recruitment process and fully supporting the implementation of Directives 9 and 10 including drafting of calls and uploading and downloading the relevant documentation from the Recruitment portal;
- c) actively participating in the day-to-day operational tasks of the People Management function and act as a contact point on related matters;
- d) assisting in the processes of allowances, family friendly measures and all other employee entitlements emanating from the PSMC and Manuals falling under the People Management remit;
- e) compiling of data related to staff movements, entitlements and payroll activities;
- f) updating of Personal Record Sheets, progressions, promotions, absence records and payroll;
- g) compiling periodical reports, as well as any other data as required;
- h) assisting in the formulation of manuals, presentations and any other submissions as required;
- i) coordinating and carrying out research as directed, as well as assisting in the compilation and dissemination of information related to People Management;
- j) providing administrative support to Middle and Senior Management as required;
- k) supervising junior staff in the day-to-day operational tasks;
- l) liaising with various stakeholders in the performance of the above duties as required;
- m) undergoing training on People Management policies and procedures to keep abreast with developments;
- n) any other duties as directed by the Director Corporate Services and Senior Management responsible for the people management function;
- o) 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 Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, who are confirmed in their current or in a previous appointment. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organizations may also apply;

- a) Public Officers confirmed in a current or previous appointment;

and

- b) in possession of a recognised MQF Level 6 qualification (subject to a minimum of 180 ECTS/ECVETS credits or equivalent, with regard to programmes commencing as from October 2003) in Work and Human Resources Management or Psychology or Training and Development or Public Administration or Public Management or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified in para 4.1 (b) 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 qualifications as indicated in para 4.1 (b) will still be considered, provided that they submit evidence that they have obtained 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 closing time and date of the call of applications.

Furthermore, candidates who have not yet formally obtained the qualification requisites specified in paragraph 4.1b) will still be considered provided that they submit evidence that they would obtain such qualification by the 31st October 2019. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the successful candidate will be removed from the order of merit.

4.3 Lateral applications by public officers who already hold an appointment in the same grade/post being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 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 to 4.3, have proven relevant work experience.

Submission of applications

7. Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance, 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, which are to be uploaded through the Portal. In the case of Public Sector employees performing duties in the Public Sector and RSSL employees, these are to present their paid/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.

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 post, subject to the consent of the entity.

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 post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

RSSL employees selected for this post will, following the successful completion of the probationary period, have their employment with RSSL *ipso facto* terminated.

The closing date of the receipt of applications is **noon (Central European Time) of Friday, 19th July 2019**. A computer-generated e-mail 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;
- 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 recruitment.mfin@gov.mt. 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 Section are <https://mfin.gov.mt> and recruitment.mfin@gov.mt.

Joseph Caruana
Permanent Secretary (Merger and Administration)
Ministry for Finance

EB, KBO