

Ministry for the Economy, Investment and Small
Businesses
197/198, Palazzo Zondadari
Merchants Street
Valletta

Date: 05th June 2020

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Expression of Interest from amongst Public Officers and Public Sector employees to be assigned duties as Market Compliance Officer in the Commerce Department, within the Ministry for the Economy, Investment and Small Businesses.

Nomenclatures denoting the male gender include also the female gender

1. In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Permanent Secretary within the Ministry for the Economy, Investment and Small Businesses is seeking to identify suitable Public Officers from the General Services Grades (up to Scale 14), Public Officers holding indefinite status (up to Scale 14) and public sector employees in analogous grades to perform duties as cited above, for a period of three (3) years, which may be renewed for further periods.

1.1 Eligible public officers and public sector employees are thus invited to submit their expression of interest to perform such duties. Eligible public officers who are detailed/on loan to public sector organisations may also apply. Applications must be invariably submitted through the Head of Department/Entity for information purposes. Successful public sector employees must make their own arrangements for their release prior to accepting any undertaking.

2. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Head of Department where they are assigned.

2.1 Before being assigned duties of Market Compliance Officer, successful candidates will be required to attend a training in customer care services delivered by Institute for the Public Services and other related training as per job description.

3. The period of assignment shall be reckonable as 'service in the grade' for the purpose of computation of length of service, salary, progression and, where applicable, for Treasury pension purposes. The performance of such duties will also be acknowledged in the Record of Service (GP47), in the case of public officers.

3.1 If the selected applicant is a public sector employee who at the discretion of the public sector entity has approved to retain his indefinite post, he will resume the duties related to such indefinite post once he reverts back to the public sector entity.

3.2 If the selected applicant is a public officer who holds a definite contract or a definite contract with objective reason in terms of Subsidiary legislation 452.81 with the public service, he will be required to forfeit such contract before taking up the new duties of this post, irrespective of the substantive grade/indefinite status which he may hold.

3.3 If the selected applicant is a public sector employee who holds a definite contract or a definite contract with objective reason in terms of Subsidiary legislation 452.81 with the public sector, the decision of whether or not to retain or forfeit such contract rests on the mother entity, irrespective of the indefinite post he may hold (as per 3.1 above).

Terms and Conditions

4. Selected candidates whose substantive salary is on a salary Scale 14 but not on the maximum point of the said scale or on a scale below scale 14, will benefit from a non pensionable allowance equivalent to the difference between their substantive salary and a maximum of Scale 14 less one increment and will reach maximum of Salary Scale 14 upon termination of a 6 months probation period.

During such time that an officer is assigned duties as Market Compliance Officer and after completing a course of training as indicated in paragraph 2.1, the officer will also receive a non pensionable allowance of €2,000 per annum on a personal basis over and above his substantive salary for such duration of his contract. The Market Compliance Officer will resume the duties of his substantive grade once his deployment on such duties cease and all allowances enjoyed with this position will not be transferred.

Duties

5. Eligible Officers are thus invited to submit their expression of interest in being assigned duties related to the above-captioned designations. The duties and eligibility requisites are outlined at Annex A. Officers on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations, and Public Sector employees who satisfy the necessary eligibility requisites, may also apply.

Eligibility Requirements

6. Eligible applicants will be requested to attend for an interview to assess their suitability for those duties in which they expressed an interest. Selected candidates will be deployed/seconded according to both the outcome of such assessment and Public Service exigencies.

6.1 Eligible applicants must be in possession of one of the following driving licences: A1 or A2, or A or B.

7. Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the Officer's submission. Scanned copies sent electronically are acceptable.

7.1 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8. With the exception of those qualifications referred to in paragraphs 8.1 and 8.2 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), which is to be obtained by submitting an online "Application for the Recognition of Qualifications" at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Such statement should be attached to the expression of interest and the original presented at the interview.

8.1 Prior to requesting recognition statements as per paragraph 8 above in respect of their qualifications, candidates should first consult the "List of Accredited Courses Offered by Licensed Institutions" of the NCFHE which may be accessed on <http://ncfhe.gov.mt/en/register/Pages/register.aspx>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 8.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

8.2 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the NCFHE, which on the certificates states: 'The National Commission for Further and Higher Education deems this certificate to be MQF ____'.

8.3 In the case of qualifications not covered by 8.1 and 8.2, applicants are to submit the recognition statement as described in paragraph 8. Applicants who are not in possession of such a statement may still submit an

expression of interest, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available, and, in any case, by not later than four (4) months for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, the undertaking of the assignment cannot be signed before the positive equivalence report is received from MQRIC.

9. The result of the selection process will be published by the Director Corporate Services and exhibited on the noticeboard of the Ministry for the Economy, Investment and Small Businesses at Millennia Buildings First Floor, Aldo Moro Rd Marsa.

9.1 Petitions objecting to the result of the selection process should reach the Permanent Secretary within ten (10) working days from the date of publication of the result.

Submission of Applications

10. Submissions, including a detailed CV and where applicable an updated Service and Leave Record Form (GP47) which has been issued not earlier than one (1) month from date of application and any other relevant supporting documentation, are to reach the Director Corporate Services through the Online Recruitment Portal only, by **end of business of Friday 19th June 2020**. In the case of Public Sector employees, these are to present record of any periods of work on reduced hours or on a part-time basis, their unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of such records it will be understood that no disciplinary action was ever taken). Public Sector employees performing duties in the Public Service are to produce confirmation from the Director Corporate Services of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.

- a. Submissions are to be sent through the Online Government Recruitment Portal on (<https://recruitment.gov.mt>) by the said closing time and date.
- b. A computer-generated e-mail acknowledging the receipt of the applications will be issued.

11. 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 latter, to submit any incorrect or incomplete documents.

12. Selected officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

Nancy Caruana
Permanent Secretary
Ministry for the Economy, Investment and Small Businesses

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Annex A

The main responsibilities of Market Compliance Officer include:

Visits to open markets and areas where street selling takes place, to monitor, advise and assist Market Hawkers and street hawkers as well as other street vendors with a view to complying with the relevant legislation in particular to:-

- Stall space allocation and dimensions as well as open market parameters;
- The manning, setting up and dismantling of stalls on appropriate days and times;
- Correct parking of vendors' vehicles and the observation all distances as provided in the law;
- Operating under an appropriate paid up trading licence and the selling of goods in accordance with said trading licence;
- The obligation to maintain cleanliness, not to cause health hazard, nuisance or inconvenience to the inhabitants or passers-by; and
- Intellectual property rights;

Additional Duties

- i. Takes photos of sites visited by the Market Compliance Officers;
- ii. Prepares reports of site visits;
- iii. Provides advice and issue warnings where necessary;
- iv. Reports transgressions to enforcement authorities where necessary;
- v. Carries out follow-up site visits;
- vi. Collects information regarding authenticity of locally made crafts products including those from commercial outlets and reports to the relevant authorities as necessary;
- vii. Gives evidence as necessary in Court cases;
- viii. Verifies complaints received by the public;
- ix. Deals with all correspondence related to his work and performs any other duties as may be assigned by the Permanent Secretary, Director General Commerce Department, Director (Trade-related Services and Projects), or his superior; and
- x. Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.

Eligibility

Public Officers in grades of Executive Officer, Senior Clerk, Clerk and Public Officers holding indefinite status (Officer in Scale) from salary scale 16 to 14, and Officers on secondment/on loan/detailed with/deployed with/on attachment to Public Sector

Organisations and Public Sector Employees in analogous grades, who satisfy the necessary eligibility requisites, may also apply.

Eligible applicants must be in possession of one of the following driving licences: A1 or A2 or A or B.

Term

The selected officer will be expected to perform duties as cited above for a period of three (3) years, which may be renewed for further periods.

Other Conditions

Eligible persons must also be capable of working under minimum supervision and must have the necessary initiative, together with a pleasant but firm personality.

The selected persons will be required to attend courses on customer care as well as other subject related to their tasks

The selected persons to make use of their own means of transport in the performance of their official business, for which they will be reimbursed at the official rate.

The selected persons may be required to perform duties outside the normal working hours, including weekends and Public Holidays. They will be remunerated at the approved overtime rates, based on the salary of their substantive grade/indefinite status (as applicable).