

Ref: MEIB 115/2020

Circular No. HR/MEIB 06/2020

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

Date: 31st July 2020

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

POST OF MANAGER II (RESEARCH) IN THE MINISTRY FOR THE ECONOMY, INVESTMENT AND SMALL BUSINESSES

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Economy, Investment and Small Businesses invites applications for the post of Manager II (Research) in the Ministry for the Economy, Investment and Small Businesses.

Terms and Conditions

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

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Research) is Salary Scale 7, which in the year 2020 is €24,894 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.

2.4 A Manager II will progress to Salary Scale 6 (€26,543 x €596.33 - €30,121 in 2020) after three (3) years' satisfactory service as Manager II in Salary Scale 7.

2.5 The selected applicant shall also be entitled to an annual performance bonus of up to 15% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.7 Lateral applications by public officers who already hold an appointment in the same grade/position 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.

- a. Applicants within the Managerial/Officer/Practitioners streams must have served in their current post, and if appointed are to serve in this post for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.
- b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a

minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 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 their area of specialisation subject to availability of vacancies and the exigencies of management.

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

Duties

3. The job duties for the post of Manager II (Research) 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, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, **who are confirmed in their current appointment.** Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply.

AND

- a. in possession of a recognised Masters 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 Statistics or Economics or European Studies or Sociology or Law or Public Policy or Business Administration or Marketing or Commerce or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters 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.

4.3 Moreover, candidates who have not yet formally obtained specified in paragraph 4.1 (a) 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/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.4 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(a) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would qualify for such qualification by the 31st October. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the successful candidate will be disqualified from the result.

4.5 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.

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

4.7 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8 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 (<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 4.7, have proven relevant work experience.

Submission of applications

7.1 Applications are to be submitted, for the attention of the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Investment and Small Businesses through the Recruitment Portal **only** (<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. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present record of any period 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 actions that may have been taken (in 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 Director responsible for People Management of the ministry where they are performing duties, that they are officially performing duties in such ministry. The closing date of the receipt of applications is **13:30hrs (Central European Time) of Friday, 14th August, 2020**. A computer-generated email 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.

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 latter, 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;
- 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 and Standards Division (<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>) or may be obtained from the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Investment and Small Businesses . These general provisions are to be regarded as an integral part of this call for applications.

The website address, and email address of the receiving Directorate are <https://economy.gov.mt> and recruitment.meib@gov.mt

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

JM

Annex A

Ministry	Ministry for the Economy, Investment and Small Businesses
Job title	Manager II (Research)



MINISTRY FOR THE ECONOMY, INVESTMENT
AND SMALL BUSINESSES

Duties and responsibilities

- i. monitors and reports on EU developments in assigned Ministry-related areas, including EU-related websites and through media and assists in the development of holistic and integrated Ministry approach to such policy areas;
- ii. takes part in and initiates EU policy research and analysis to enable the Ministry to develop informed and effective policy positions, particularly by examining the proposals being discussed within the Commission, Council and European Parliament, closely following the decision making process, including re-examination of amended proposals, provides advice and guidance to the Directorate;
- iii. develops effective consultation and collaboration with line departments and entities, as well as with other Government Ministries and stakeholders, so as to engage in effective EU-related actions, with respect to specific areas as may be assigned by the Director and Assistant Director, and assisting in ensuring that the Ministry's related obligations are implemented in a timely manner;
- iv. researches and analyses specific EU policy areas to enable the directorate to develop informed and effective EU-related papers and resumes; identifying key issues to be followed by the directorate and the Ministry's directorates, line departments and entities;
- v. produces accessible and accurate briefings, background reports, instruction notes and other papers concerning communications, policies, directives, regulations and other documents issued by the EU with regard to specific areas as indicated by the Director/ Assistant Director, ensuring that the Ministry's concerns are effectively factored into such reports and instruction notes;
- vi. attends conferences and seminars as required, follow up and reports outcomes;
- vii. monitors and oversees that transpositions of directives, drafting of explanatory notes and instruction notes are drafted in a timely manner respecting deadline being assigned;
- viii. undertake any other tasks, which the superior may delegate to him, as may be required;
- ix. Any other duties, according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.