

## **Ministry for the Economy, Investment and Small Businesses**

### **POSITION OF MARKET COMPLIANCE OFFICER IN THE COMMERCE DEPARTMENT 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 position of Market Compliance Officer in the Commerce Department, within the Ministry for the Economy, Investment and Small Businesses.

#### **Duration of assignment and Conditions**

2.1 The selected candidate will be appointed in the position of Market Compliance Officer in the Commerce Department within the Ministry for the Economy, Investment and Small Businesses.

2.2 The position of Market Compliance Officer is subject to a probationary period of six (6) months.

2.3 Prior to being confirmed in their appointment, the appointees will be required to successfully complete a mandatory induction programme organised by Institute of Public Services in collaboration with the Commerce Department.

2.4 It will not be possible to request a transfer before a two 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, subject to availability of vacancies and the exigences of management.

#### **Salary pegged to the position**

3. The Salary attached to the position of Market Compliance Officer is Salary Scale 17 which in the year 2020 is equivalent to €12,972 per annum rising by annual increments of €244 up to a maximum of €14,436.

3.1 A Market Compliance Officer will progress to Salary Scale 16 (which in the year 2020 is €13,913 x €263 - €15,491) on completion of five (5) years service in the grade, subject to satisfactory performance.

3.2 The Market Compliance Officer will be entitled to the payment of a market compliance allowance of €2,000 and a car allowance of €2,000. Furthermore, the officer will be entitled to fuel payment in line with MFIN Circular 03/2019.

#### **Duties**

4. The job duties for the position of Market Compliance Officer may be viewed in Annex A attached to this Circular.

#### **Eligibility Requirements**

5.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; **or**
- b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions

- dealing with the free movement of workers; **or**
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
  - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate and write in Maltese and English;
- iii. in possession of a School Leaving Certificate and
- iv. in possession of a clean driving licence in category A1 or A2 or A or B.

**Public Officers applying for this post must be confirmed in their current appointment.**

5.2 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.3 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

**Submission of Supporting Documents**

6.1 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>.

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

**Selection Procedure**

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is two hundred (200) and the pass mark is one hundred (100).

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience .

**Submission of Applications**

8.1 Applications, together with a Curriculum Vitae showing qualifications and experience and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, will be received by the Director (Corporate Services) at

the Ministry for Economy, Investment and Small Businesses, Millennia Buildings First Floor, Aldo Moro Rd Marsa MRS 9065 by **13.30hrs (Central European Time) of Monday, 06th July, 2020**. Applications can also be submitted through the Online Government Recruitment Portal on <https://recruitment.gov.mt> by the said closing time and date. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 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**

9. 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;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- 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 the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Investment and Small Businesses, Millennia Buildings First Floor, Aldo Moro Rd, Marsa MRS 9065. 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 Directorate are <https://economy.gov.mt> and [recruitment.meib@gov.mt](mailto:recruitment.meib@gov.mt)

# Annex A

<b>Ministry</b>	Ministry for the Economy, Investment and Small Businesses
<b>Job title</b>	Market Compliance Officer



MINISTRY FOR THE ECONOMY, INVESTMENT  
AND SMALL BUSINESSES

## Duties and responsibilities

- i. visits open markets and areas where street selling takes place to monitor, advise and assist Market Hawkers and other street vendors with a view to complying with the relevant legislation;
- ii. oversees the obligation to maintain cleanliness, not to cause health hazards, nuisance or inconvenience to the inhabitants or passers-by;
- iii. ensures that Intellectual Property rights are protected;
- iv. takes photographs of sites visited;
- v. prepares reports of site visits and provides recommendations;
- vi. issues warnings where required;
- vii. reports transgressions to enforcement authorities where necessary;
- viii. follows up cases through further site visits;
- ix. collates information regarding authenticity of crafts products being sold locally and reports to the relevant authorities as necessary;
- x. gives evidence as required in Court cases;
- xi. verifies complaints received by the public;
- xii. processes all relevant documentation and correspondence;
- xiii. performs any other tasks, which may be delegated by the officer's superior;
- xiv. any other duties, according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.