

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

Date: 19th June 2020

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

**POST OF OFFICER I (COMMERCE) 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. The Permanent Secretary, Ministry for the Economy, Investment and Small Businesses invites applications for the post of Officer I (Commerce) in the Commerce Department, 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 Officer I (Commerce) is Salary Scale 10, which in the year 2020 is €20,603 per annum, rising by annual increments of €407.67 up to a maximum of €23,049.

2.4 An Officer I (Commerce) will progress to Salary Scale 9 (€21,933 x €447.33 - €24,617 in 2020) on completion of two (2) years satisfactory service as Officer I (Commerce) in Salary Scale 10.

2.5 An Officer I (Commerce) will progress to Salary Scale 8 (€23,358 x €486.83 - €26,279 in 2020) after five (5) years satisfactory service as Officer I (Commerce) in Salary Scale 9.

2.6 An Officer I (Commerce) will progress to Salary Scale 7 (€24,894 x €531.17 - €28,081 in 2020) after three (3) years satisfactory service as Officer I (Commerce) in Salary Scale 8.

2.7 The selected applicant shall also be entitled to an annual performance bonus of up to 5% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.8 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).

2.9 Lateral applications by public officers who already hold an appointment in the same grade 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.

2.10 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 Commerce, subject to availability of vacancies and the exigencies of management.

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

Duties

3. The job duties for this post of Officer I (Commerce) 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 Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003), in Economics or Business Administration or Sociology or Public Policy or Maltese or Statistics or European Studies or Law 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/ECVETS credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1(a) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained or have not yet been approved for the qualification specified in paragraph 4.1(a) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October, 2020. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the selected candidates will be disqualified from the result.

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

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.

4.5 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 (<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 (Corporate Services),Min 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 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/DPM 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 Monday 6th July 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 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.

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 and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplate.aspx>) or may be obtained from the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Investment and Small Businesses at Millenia Buildings First Floor, Aldo Moro Rd Marsa. 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 Department are <https://economy.gov.mt/en/jobopportunities/Pages/home.aspx> and recruitment.meib@gov.mt.

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

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Annex A

Ministry	<i>Ministry for the Economy, Investment and Small Businesses</i>
Job title	<i>Officer 1 (Commerce)</i>



MINISTRY FOR THE ECONOMY, INVESTMENT
AND SMALL BUSINESSES

Duties and responsibilities

- i. Assists in management needs, implements or supervises the execution of any policy direction relating to licensing or industrial property
- ii. Co-ordinates and participates in relevant meetings, keeping records thereof as necessary
- iii. Analyses licences or industrial property related documentation, resolving arising issues and making recommendations as necessary
- iv. Effectively monitors the work carried out by Compliance officers in line with the Open Market reform and any other work related with licenses or industrial property
- v. Ensures that Compliance Officers promote adherence to relevant regulation, caution transgressors and report transgressions to enforcement authorities when these are not rectified within a specified time
- vi. Regularly reviews licencing or industrial property procedures, taking into consideration national, EU and international requirements
- vii. Analyses licencing or industrial property cases relating in particular with refusals, oppositions, invalidity and revocation, drawing up related reports and making necessary recommendations
- viii. Provides input as necessary in the assessment of national legislation with a view to amend or update according to national, regional or international requirements and obligations
- ix. Drafts and updates explanatory guidelines concerning licencing or industrial property processes
- x. Provides input in the drawing up and implementation of projects and budgets, in relation to national as well as EU related programmes and projects
- xi. Represents the Department at local, European Union and international conferences, meetings and workshops as required and assists in the organisation of national and/or international courses, seminars, workshops, conferences and other activities in relevant fields
- xii. Undertakes any other tasks which the superior may delegate to him/her, as may be required
- xiii. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.