

Ministry for the Economy and Industry

POST OF MANAGER II IN THE MINISTRY FOR THE ECONOMY AND INDUSTRY

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Economy and Industry invites applications for the post of Manager II in the Policy Development and Programme Implementation Directorate, in the Ministry for the Economy and Industry.

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 is Salary Scale 7, which in the year 2021 is €25,656 per annum, rising by annual increments of €531.17 up to a maximum of €28,843.

2.4 A Manager II in Salary Scale 7 will progress to Salary Scale 6 (€27,327 x €596.33 - €30,905 in 2021) on completion of three (3) years service as Manager II in Salary Scale 7, subject to satisfactory performance.

2.5 Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 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. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and 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 accordance with established vacancies.

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 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:

- i.
 - a. citizens of Malta; **or**
 - b. citizens of 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; or
 - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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. must be proficient in the Maltese and English languages;

AND

- iii. in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVE* credits, or equivalent*) in Statistics or Economics or International Affairs or European Studies or Sociology or Law or Public Policy or Business Administration or Marketing or Commerce.

*In absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

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

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

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (iii) 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 recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(iii) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must have obtained or be approved for the award of such qualification by the 31st October 2021. If the stipulated deadline for the attainment of such

qualification is not met, the appointment will be, ipso facto, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 4.1(iii) and 4.2.

4.4 Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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.

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 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 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 4.5, have proven relevant work experience.

Submission of applications

7.1 Applications are to be submitted, for the attention of the Director (Corporate Services), Ministry for the Economy and Industry, through the Online Government Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct 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. The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 14th May, 2021**. 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) would not be accepted.

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 or missing.

Other general provisions

8. Other general provisions concerning this call for applications, with particular reference to:

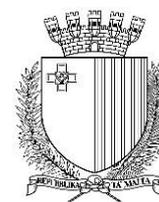
- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning 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 Human Resources Section, Corporate Services Directorate, Ministry for the Economy and Industry Millennia first floor, Aldo Moro Road Marsa MRS 9065. 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 Section are <https://economy.gov.mt> and recruitment.mei@gov.mt

Annex A

Ministry	Ministry for the Economy and Industry
Job title	Manager II



MINISTRY FOR THE ECONOMY
AND INDUSTRY

Duties and responsibilities

- i. regularly monitors and reports on EU developments in assigned Ministry-related areas, including EU-related websites and through media in order to contribute towards the development of a holistic and integrated Ministry policy;
- ii. performs research and analysis on EU policy in order 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;
- iii. closely follows the decision-making process, including re-examination of amended proposals, consults, provides advice and guidance to the Directorate on the policy to be adopted;
- iv. develops effective consultation and collaboration with line departments and entities, as well as with other Government Ministries and stakeholders, so as to contribute towards EU-related actions and initiatives, with respect to specific areas as assigned by the Director and Assistant Director, and assists to ensure that the Ministry's related obligations are implemented in a timely manner;
- v. performs research and analyses in specific EU policy areas to enable the directorate develops EU-related papers and policy positions;
- vi. identify key issues to be followed by the directorate and the Ministry's directorates, line departments and entities;
- vii. 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;
- viii. attends conferences and seminars as required, follow up and reports outcomes;
- ix. hold meetings with Ministries in order to find compromise on conflicting policy areas by performing the necessary research, analysis and subsequently by bilaterally agreeing on a compromise way forward;
- x. oversees that transpositions of directives, drafting of explanatory notes and instruction notes are drafted in a timely manner respecting deadline being assigned;
- xi. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary and
- xiii. any other duties, as directed by the Principal Permanent Secretary.

Corporate Services Directorate

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