

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

Date: 6th November 2020

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

**POST OF SENIOR OPERATIVE (MAINTENANCE) GROUP IV 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 from Public Officers for the post of Senior Operative (Maintenance) Group IV in the Ministry for the Economy, Investment and Small Businesses.

Terms and Conditions

2.1. This appointment is subject to a probationary period of six (6) months .

2.2. The salary for the post of Senior Operative (Maintenance) Group IV 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.

2.3. A Senior Operative (Maintenance) Group IV will progress to Scale 16 (€13,913 x €263 - €15,491) on completion of five (5) years service in the grade, subject to satisfactory performance .

2.4. Lateral applications from public officers are not allowed. 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.

Duties

3. The job duties for the post of Senior Operative (Maintenance) Group IV 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 in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations who **must be confirmed in their current appointment.**

4.2. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the applications. Scanned copies sent electronically are acceptable. Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

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 and 4.2, have proven relevant work experience.

Submission of Applications

7.1 Applications, together with an updated Service and Leave Record Form (GP47) which has been issued not earlier than one (1) month from the date of application, will be received by the Human Resources Section at the Ministry for the Economy, Investment and Small Businesses, Millenia Buildings, First Floor, Aldo Moro Rd, Marsa by **17.15hrs (Central European Time) of Friday, 20th November 2020**. Applications can also be submitted through the Online Government Recruitment Portal on <https://recruitment.gov.mt> by the said closing time and date of this call for applications. 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 later, 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;
- 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 & Standards Division at the address <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 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 e-mail 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>Senior Operative (Maintenance) Group IV</i>



MINISTRY FOR THE ECONOMY, INVESTMENT
AND SMALL BUSINESSES

Duties and responsibilities

- i. Assists in carrying out skilled tasks such as plastering and painting of offices, repairs plaster and drywall and paintwork
- ii. Dismantles and assembles furniture or partitions and moves furniture to various offices
- iii. Assists in replacing and repairing windows, doors, door locks and closets
- iv. Carries out maintenance of equipment related to offices
- v. Assists in plumbing works
- vi. Carries out maintenance of office lighting such as changing of bulbs
- vii. Attends to minor building repairs and carries out basic manual works
- viii. Assists in special projects as directed
- ix. Responds to emergency maintenance requests as required
- x. Maintains records of scheduled maintenance procedures and office machinery
- xi. Ensures a safe working environment to reduce risk of injury and accidents
- xii. Assists senior staff on duty according to instructions
- xiii. Undertakes any other tasks which the superior may delegate to him/her as may be required
- xiv. Any other duties as directed by the Principal Permanent Secretary