

Ministry for Finance and Employment  
30, Maison Demandols,  
South Street,  
Valletta.

Date: 12th November 2021

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

## **POST OF FOREMAN (STORES) IN THE MINISTRY FOR FINANCE AND EMPLOYMENT**

*Nomenclatures denoting the male gender include also the female gender.*

1. The Permanent Secretary (Finance and Employment), Ministry for Finance and Employment invites applications for the post of Foreman (Stores) in the Ministry for Finance and Employment.

### **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 Foreman (Stores) is Salary Scale 12, which in the year 2021 is equivalent to, €18,724 per annum, rising by annual increments of €354 up to a maximum of €20,848.

2.3 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.

2.4 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.

### **Duties**

3. The job duties for the post of Foreman (Stores) 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** and who are:

a) in the grade of Assistant Foreman;

**OR**

b) in the grade of Supervisor (in Salary Scale 14);

**OR**

c) Other employees in the Technical and Industrial Grades in a salary scale not below Scale 14 and are 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.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

4.4 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.

4.5 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 (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.

### **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 4.4, have proven relevant work experience.

### **Submission of Applications**

7.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and Employment through the Online Government Recruitment Portal **only** on <https://recruitment.gov.mt>. Applications

are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). The GP47 is to be requested by HR Unit of the ministry issuing the call for application. The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 26th November, 2021**. A computer-generated e-mail 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 later, to submit any incorrect or incomplete or missing 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 [recruitment.mfe@gov.mt](mailto:recruitment.mfe@gov.mt). 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 Section are <https://finance.gov.mt> and [recruitment.mfe@gov.mt](mailto:recruitment.mfe@gov.mt).

Mr Alfred Camilleri  
Permanent Secretary (Finance and Employment)  
Ministry for Finance and Employment

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