

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

Date: 16th July 2021

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

## **POSITION OF LIAISON OFFICER WITH THE WORLD TRADE ORGANISATION 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 position of Liaison Officer with the World Trade Organisation in the Economic Policy Department in the Ministry for Finance and Employment.

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

2.1 A selected candidate will enter into a three (3) year assignment as a Liaison Officer with the World Trade Organisation in the Economic Policy Department within the Ministry for Finance and Employment, which may be renewed for further periods.

2.2 The position of Liaison Officer with the World Trade Organisation is subject to a probationary period of twelve (12) months.

2.3 Since this is a position where the maintenance of a higher level of trust is necessary by virtue of the nature of the position, the position of Liaison Officer with the World Trade Organisation falls under Regulation 7 (4) (b) (ii) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed term Regulations".

2.4 An officer holding a position of a definite nature (i.e. with objective reason), who is **in the last (4) months** of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5 Accepting appointment in this position 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.

2.6 Unsatisfactory Performance as Liaison Officer with the World Trade Organisation during any time of this assignment period will lead to termination of the agreement.

2.7 The engagement as a Liaison Officer with the World Trade Organisation is on a full-time basis and the selected candidate will be stationed in Geneva, Switzerland. The selected candidates must be able to move to Geneva, Switzerland within one (1) month of being informed that she/he has been successful in the application process.

2.8 Public Sector employees selected for the position of Liaison Officer with the World Trade Organisation must make their own arrangements with their employing entity with regards to their release for the period during which they are to serve as a Liaison Officer with the World Trade Organisation before signing their Agreement as Liaison Officer with the World Trade Organisation.

2.9 In the case of a selected candidate emanating from a public sector entity and who is granted release by the entity in order to take up the position of Liaison Officer with the World Trade Organisation, the selected candidate will resume his/her employment with such entity once he/she no longer holds the position of Liaison Officer with the World Trade Organisation.

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

3.1 The Malta salary and the Post Adjustment Allowances attached to the position of Liaison Officer with the World Trade Organisation is equivalent to the maximum of Salary Scale 7 less an increment (equivalent to €28,311.83 in 2021), with the attainment of maximum of scale on confirmation of appointment after the probationary period of one (1) year or completion of one year service, whichever is the later. In addition, the Liaison Officer with the World Trade Organisation will be granted the benefits provided for in the Conditions of Service for Officers serving overseas.

3.2 For the duration of the Agreement, the Liaison Officer with the World Trade Organisation shall abide by the Conditions of Service for Officers Serving Overseas (MFA 9/2015); CONDSER June 2015 V1.1) and which may be updated from time to time.

### **Duties**

4. The job duties for the position of Liaison Officer with the World Trade Organisation 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 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 Organisations or Public Sector employees performing duties in the Public Service or RSSL employees, **who must be confirmed in their current appointment;**

#### **AND**

i. must be proficient in the Maltese and English language; knowledge of French and/or Spanish is considered an asset;

#### **AND**

ii. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS credits or equivalent\*) in Economics or Statistics or Accountancy or Finance or Taxation or Banking or Public Policy or European Studies or a recognised comparable professional qualification at MQF level 7 in Accountancy.

\* In the absence of documentary evidence as to the ECTS/ECVETS credit 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/ECVETS credits. A Bachelor's degree in Accountancy, equivalent to MQF level 7 will also be considered. The advice of the MQRIC may be sought.

5.2 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.

5.3 The current arrangement, whereby Public Sector employees performing duties in the Public Service remains on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

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

5.5 Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.6 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.7 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.

5.8 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**

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 (<https://recruitment.gov.mt>).

6.2 Original certificates and/or testimonials are to be invariably produced for verification at 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 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

### **Submission of Applications**

8.1 Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and Employment, through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the Ministry issuing the call for application. The closing date of the receipt of applications is **13:30 hrs (Central European Time) of Friday, 30 July, 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.

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 the 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 or missing 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;
- 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 & 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).

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

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