

30, Maison Demandols,
South Street,
Valletta.

Date: 4th September 2020

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

POST OF PRINCIPAL LEGAL OFFICER IN THE MINISTRY FOR FINANCE AND FINANCIAL SERVICES

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Finance and Financial Services), Ministry for Financial and Financial Services invites applications for the post of Principal Legal Officer in the Ministry for Finance and Financial Services.

Terms and Conditions

2.1. This appointment is subject to a probationary period of twelve (12) months.

2.2. The salary for the post of Principal Legal Officer is Salary Scale 5, which in the year 2020 is equivalent to, €28,326 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.

2.3 The appointee will be entitled to such other benefits and subject to such other conditions as stipulated in any pertinent agreement between the Government and the competent Union.

2.4 The appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the Public Service Management Code, and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

2.5. Lateral applications from public officers are not allowed.

Duties

3. The job duties for the post of Principal Legal Officer 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 must be in the grade of Senior Legal Officer with a minimum of four (4) years practice in the grade, subject to satisfactory performance.

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. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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 4.2, 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 Financial Services, 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 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. The closing date of the receipt of applications is **13.30hrs (Central European Time) of Tuesday, 22nd September, 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained 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 recruitment.mfin@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.mfin@gov.mt.

Alfred Camilleri
Permanent Secretary (Finance and Financial Services)
Ministry for Finance and Financial Services

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