

Ministry for Finance
30, Maison Demandol
South Street
Valletta

Date: 30th March 2017

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

POSITION OF MANAGER (VERIFICATIONS) WITHIN THE MINISTRY FOR FINANCE

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Finance invites applications from Public Officers in the Malta Public Service, Public Sector employees for the position of Manager (Verifications) within the Ministry for Finance. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a thirty six (36) months assignment as Manager (Verifications) in the Treasury Department, which may be renewed for further periods.

2.2 The position of Manager (Verifications) is subject to a probationary period of twelve (12) months.

Salary pegged to the position

3. The salary attached to the position of Manager (Verifications) is equivalent to Salary Scale 7 (which in the year 2017 is €22,134.98 per annum rising by annual increments of €531.17 up to a maximum of €25,322.00).

Duties

4. The duties of Manager (Verifications) include:

- a) Assisting the Assistant Director in the management of the Verifications Unit of the Treasury Department;
- b) Supervising the areas of Verification of Payments and travel Abroad on Official Government Business;
- c) Review business operations in line with General Financial Regulations and Financial reforms undertaken by the Government;
- d) Review changes in policies and procedures resulting from the implementation of a new accounting system (the Corporate Financial Management Solution), establishing verification procedures in line with these changes;
- e) Lead "on the spot" verifications within Government Departments and other related duties;
- f) Manage the preparation of reports following the verification process or any reports requested by MFIN and bodies of over-sight;
- g) Liaise with the appropriate authorities with regards to policies in respect of travel Abroad on Official Government Business and contribute to the implementation of best practices adopted;
- h) Mentor, coach and assist other officers within the Unit;
- i) May be required to provide training across the Public Service in the specific areas of payments and travel abroad;

- j) May be required to travel abroad on official duties;
- k) Any other duties as directed by the Assistant Director, Director and/or the Accountant General;
- l) Carrying out any other duties as delegated by the Permanent Secretary;
- m) Carrying out any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Eligibility requirements

5.1 By the closing time and date of this call for applications, applicants must be Public Officers or Public Sector employees who are:

- (a) In possession of a recognised Master's qualification at MQF level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2008) in Accountancy or an appropriate, recognised, comparable professional qualification, plus one (1) year relevant work experience;
Or
- (b) In possession of a recognised Bachelor's qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Accountancy, or an appropriate, recognised, comparable professional qualification, plus three (3) years relevant work experience;
Or
- (c) Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVETS credits, or equivalent, with regard to programmes commencing as from October 2003) in Accountancy, or an appropriate, recognised, comparable professional qualification,
Or
- (d) Public Sector employees at a level of responsibility comparable to not below scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVETS or equivalent, in Accountancy, or an appropriate, recognised, comparable professional qualification);
Or
- (e) An incumbent in the particular position on a personal basis.

5.2 To determine the comparable level of responsibility of Public Sector 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 remain 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.

In the eventuality that RSSL employees attain indefinite status in the Public Service in terms of S.L. 452.81, their employment with RSSL will *ipso facto* be terminated.

Unless RSSL employees attain indefinite status with the Public Service after the lapse of the four year period in the position in terms of S.L. 452.81, appointees will be entitled to revert to their previous position with RSSL with their previous remuneration package at RSSL.

5.4 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

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 by the closing time and date of the call for applications.

5.5 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.6 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

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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 5.4, have proven relevant work experience.

Submission of applications

8. Applications, together with an updated Service and Leave Record Form (GP47) and a detailed curriculum vitae, will be received by the Assistant Director (Human Resources) at the Ministry for Finance by not later than **noon (Central European Time) of Tuesday, 25th April 2017**. In the case of Public Sector employees are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry. Applications can also be submitted through the Online Government Recruitment Portal on <http://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.

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://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> or may be obtained from the Human Resources Department within the Ministry for Finance, Human Resources Department within the Ministry for Finance, 30, Maison Demandol, South

street, Valletta. 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 http://mfin.gov.mt/en/Employment_Opportunities/Pages/Employment-Opportunities.aspx , http://mfin.gov.mt/en/Employment_Opportunities/Pages/Published-Results.aspx and human-resources.mfin@gov.mt.

Alfred Camilleri
Permanent Secretary
Ministry for Finance

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