

MANAGEMENT AND PERSONNEL OFFICE
Office of the Prime Minister
Auberge de Castille
Valletta CMR 02

11 June 2009

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

POST OF POST-MORTEM AND MORTUARY ATTENDANT IN THE MINISTRY FOR SOCIAL POLICY (HEALTH)

1. The Public Service Commission invites applications from serving Public Officers in the Malta Public Service in a grade not higher than Group IV, for the post of Post-Mortem and Mortuary Attendant in the Ministry for Social Policy (Health). Public Officers in the Malta Public Service on secondment or on loan to Public Sector Organisations may also apply.
- 2.1. The post of Post-Mortem and Mortuary Attendant carries a salary of €10,373 per annum rising by annual increments of €226 up to a maximum of €11,955. (Scale 16).
- 2.2. Subject to satisfactory performance, a Post-Mortem and Mortuary Attendant will be placed in Salary Scale 15 (€10,925 x €298.17 – €12,714) on completion of five (5) years service in the grade.
3. The appointment, which is subject to a probationary period of one (1) year, is on a full time basis and is subject to the rules governing from time to time the Malta Public Service and the Ministry for Social Policy (Health). It involves liability to transfer according to the exigencies of the Malta Public Service.
4. The duties of a Post- Mortem and Mortuary Attendant include:
 - (a) opening, reconstituting and disposing of bodies including shrouding;
 - (b) disposing of specimens;
 - (c) maintaining cleanliness in the Mortuary and Post-Mortuary rooms;
 - (d) taking care of Post-Mortem instruments.
 - (e) any other work involved in the day to day running of the Mortuary e.g. transport of work-related material as required.
5. The selected candidate must be able to read and write.
6. In view of the particular nature of the work and the provisions of Sections 6 and 7 of the Occupational Health and Safety Authority Act, the selected candidate will not be appointed if he/she fails a medical examination specifically designed to determine his/her suitability to perform the duties relating to the post.

- 7.1. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act, 2000, even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 7.2. Representations in terms of this clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving Department and copied to the NCPD.
- 8.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the Ministry for Social Policy (Health) by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.
- 8.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 9.1. Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 9.2. The result of the interviews will be published by the Public Service Commission and exhibited on the notice board of the Office of the Public Service Commission and that of the Ministry for Social Policy (Health).
- 9.3. A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the PSC where it may be accessed at <http://www.psc.gov.mt>. A press notice will also be issued to all local media organisations.
- 9.4. Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code are to be submitted to the Secretary, Public Service Commission, the Palace, Valletta, copying to the Head of the Department wherein the vacancy to be filled lies. Petitions are to reach the Commission and the Head of Department within 10 working days from the date of publication in the Government Gazette of the notice of the issue of the result.
10. Application forms may either be downloaded from the following websites:

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf
<http://www.mpo.gov.mt/downloads/recruitenglish.pdf>
<http://www.health.gov.mt/forms/forms.htm#employment>

or obtained from the Health Division, Personnel Section, 6, Harper Lane, Floriana.
11. The prescribed application forms together with a Service and Leave Record Form (GP 47) will be received in the first instance by the Assistant Director, Human Resources, (Health), 6, Harper Lane, Floriana **by not later than noon (Central European Time) of Friday 3 July 2009.**

12. Applications received from abroad through a fax or other similar message **by noon (Central European Time) of Friday 3 July 2009** may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Ministry for Social Policy (Health) by not later than one week after the closing date together with an explanation for the delay. The fax numbers of the Ministry for Social Policy (Health) are +356 – 21226285 and +356 - 21235890.

13. Applications delivered by hand will be acknowledged in writing by the Ministry for Social Policy (Health) and a receipt will be given in hand at the time of delivery. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. The applications will be acknowledged in writing by the Ministry for Social Policy (Health) within seven days.

L.BONNICI
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