

MANAGEMENT & PERSONNEL OFFICE
Office of the Prime Minister
Auberge de Castille
Valletta VLT 2000

24th June 2009

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

POSTS OF SENIOR OPERATIVE (CLEANSING-ABATTOIR) GROUP IV IN THE OPERATIONS DEPARTMENT IN THE VETERINARY FISHERIES ADMINISTRATION AND OPERATIONS DIVISION IN THE MINISTRY FOR RESOURCES AND RURAL AFFAIRS

In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. The Public Service Commission invites applications from Public Officers holding a substantive grade in the Malta Public Service for the posts of Senior Operative (Cleansing-Abattoir) Group IV in the Operations Department in the Veterinary Fisheries Administration and Operations Division in the Ministry for Resources and Rural Affairs. Public Officers holding a substantive grade, who are on secondment or on loan to Public Sector Organisations, may also apply.
- 2.1 The post of Senior Operative (Cleansing-Abattoir) Group IV carries a salary of €9,779 per annum rising by annual increments of €209.71 up to a maximum of €11,247 (Salary Scale 17).
- 2.2 A person in the grade of Senior Operative (Cleansing-Abattoir) Group IV will progress to Salary Scale 16 (€10,373 x €226 - €11,955) on completion of five (5) years service, subject to satisfactory performance.
3. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Ministry for Resources and Rural Affairs in particular and involves liability to transfer according to the exigencies of the Malta Public Service.
4. The main duties of Senior Operative (Cleansing-Abattoir) Group IV in the Operations Department in the Veterinary Fisheries Administration and Operations Division in the Ministry for Resources and Rural Affairs include:
 - (a) supervising cleaning functions within the Civil Abattoir;
 - (b) ensuring that lairages, slaughterlines, corridors and all other designated areas are kept clean at all times prior to and at the end of the slaughter;
 - (c) operating cleaning equipment such as power washers and other machinery;
 - (d) ensuring the smooth running of the self-check system based on the principles of HACCP including verification exercise;
 - (e) duty hours may not adhere to a regular work-day/week schedule;

- (f) performing other duties as may be assigned by the Foreman and management of the Civil Abattoir.
- 5.1 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.
- 5.2 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.
6. By the closing time and date of this call for applications applicants must be Public Officers in the Malta Public Service, holding a substantive grade in a Group not higher than Group IV.
- 7.1 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 receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.
- 7.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 7.3 It is the responsibility of the applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education or other institutions (excluding qualifications awarded by the University of Malta, Malta College of Arts, Science and Technology, Institute of Tourism Studies and Institute for Conservation and Management of Cultural Heritage) to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
- 8.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 8.2 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 Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana.
- 8.3 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 Public Service Commission where it may be accessed at <http://www.psc.gov.mt>. A press notice will also be issued to all local media organisations.
- 8.4 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.

9. 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>

or obtained from the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana.

10. The prescribed application forms together with a Service and Leave Record Form (GP 47) will be received in the first instance by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, Human Resources Branch, Block 'A', Floriana **by not later than noon (Central European Time) of Friday 17th July 2009.**
11. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Friday 17th July 2009, may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, Human Resources Branch, Block 'A', Floriana by not later than one week after the closing date together with an explanation for the delay. The fax number of the receiving Branch is +356 - 22997878.
- 12.1 Applications delivered by hand will be acknowledged in writing by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, and a receipt will be given by hand at the time of delivery.
- 12.2 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 Director (People Management and Support Services), Ministry for Resources and Rural Affairs, within seven (7) days.

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Management and Personnel Office

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