

MPO/121/2009

MPO Circular No 79/2009

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 TECHNICAL OFFICER AT THE BUILDING REGULATIONS OFFICE
IN THE SERVICES DIVISION WITHIN THE MINISTRY FOR RESOURCES AND RURAL
AFFAIRS**

This circular replaces MPO Circular No 72/2009 dated 25th May 2009 bearing the same title as above.

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 in the Malta Public Service for the posts of Senior Technical Officer in the Ministry for Resources and Rural Affairs. Public Officers in the Malta Public Service who are on secondment or on loan to Public Sector Organisations may also apply.

2.1 The post of Senior Technical Officer carries a salary of €14,030 per annum rising by annual increments of €375 up to a maximum of €16,280 (Salary Scale 11).

2.2 Officers in the grade of Senior Technical Officer shall be placed in Scale 10 (€14,920 x €407.67 - €17,366) on completion of five (5) years service in the grade, 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 a Senior Technical Officer at the Building and Regulations Office in the Services Division within the Ministry for Resources and Rural Affairs include:

- a. assisting the Principal Technical Officer or other superiors in their duties;
- b. supervising, planning, scheduling and co-ordinating the duties of subordinates;
- c. ensuring and enforcing conduct, discipline, punctuality, safety and welfare of the workforce under his/her responsibility;
- d. assisting in the processing of disciplinary reports and procedures and maintaining good public relations;
- e. monitoring progress and reporting on any problem areas;

- f. familiarising oneself thoroughly with existing Maltese and EU legislation concerning building regulations and CE marking, and monitoring and keeping up-to-date with new developments on such matters in Malta and the EU;
- g. participating in technical working groups dealing with matters that concern the Building Regulations Office;
- h. scheduling and collecting information and data in connection with building regulations and CE marking of construction products;
- i. examining plans and designs of buildings and reporting on their compliance with building regulations;
- j. conducting site visits as necessary to fulfil the functions of this post;
- k. representing the Building Regulations Office or his/her superiors wherever and whenever requested or required by law;
- l. exercising such powers as delegated in relation to matters dealing with building regulations in an appropriate manner;
- m. liaising with other senior staff in the Services Division in the development, monitoring and implementation of programmes in order to meet the overall objectives and key tasks set for the Division;
- n. coordinating with other Units/Sections within the Ministry, other Government Departments and entities in the execution of tasks entrusted to him/her or his/her subordinates;
- o. performing other duties as may be deemed appropriate by the Director General and his/her representative.

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.

6.1 By the closing time and date of this call for applications, applicants must be:

- (a) Public Officers in the grade of Technical Officer; or
- (b) Public Officers* in possession of at least a Higher Technician Diploma or an appropriate comparable qualification.

6.2 The Higher Technician Diploma is rated at NVQ level 4 within the National Vocational Qualifications framework. A person in possession of a Level 3 appropriate qualification followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause Higher Technician Diploma or an appropriate comparable qualification under subparagraph 6.1 (b).

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 in 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.

13. Persons who have already applied for MPO Circular No 72/2009 need not re-apply.

*Persons on a definite contract of employment who fall under LN 51/2007, but not those falling under Regulation 3 (2) thereof, are eligible to apply.

L. Bonnici
f/a/Director General
Management and Personnel Office

AV