

MANAGEMENT & PERSONNEL OFFICE

Office of the Prime Minister
Auberge de Castille
Valletta VLT 2000

1st March 2010

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

**POSTS OF HEAVY PLANT DRIVER (GROUP IV) 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 who by the closing time and date of this call for applications hold a substantive grade in Groups I to IV in the Malta Public Service for the posts of Heavy Plant Driver in the Ministry for Resources and Rural Affairs. Public Officers holding a substantive grade in Groups I to IV who are on secondment or on loan to Public Sector Organisations, may also apply.
- 2.1 The post of Heavy Plant Driver (Group IV) carries a salary of €10,103 per annum rising by annual increments of €209.57 up to a maximum of €11,570 (Salary Scale 17).
- 2.2 A person in the grade of Heavy Plant Driver will progress to Scale 16 (€10,755 x €226 - €12,337) 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 Heavy Plant Driver (Group IV) in the Ministry for Resources and Rural Affairs:
 - (a) driving, maintaining and operating heavy plant and machinery, such as boring machines, bulldozers of over 3 tons, excavators, mobile and other cranes, tractors with trailers used on road transportation, and tower ladders on trucks;
 - (b) assisting in the carrying out of repairs and overhauls of such plant;
 - (c) any other duties relevant to the post as may be deemed necessary by his/her Director 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. By the closing time and date of this call for applications, applicants are required to have a valid category "C/E" Driving Licence.
- 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, Employment and the Family, 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 required to sit for a practical test and will be interviewed by a Selection Board to assess their suitability for the post. Only candidates who obtain at least 50% of the marks allocated for the test will qualify for the interview.
- 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 1.1.17 of the Public Service Management Code are to be submitted to the Executive 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. Applications 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', Francesco Buonamici Street, Floriana **by not later than noon (Central European Time) of Thursday, 18th March 2010.**
11. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Thursday, 18th March 2010 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', Francesco Buonamici Street, 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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f/a/Director General
Management and Personnel Office

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