

**MPO/259/2001**

**MPO Circular No. 13/2010**

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

1<sup>st</sup> March 2010

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

**POST OF OPERATIONS MANAGER (MAINTENANCE) IN THE OPERATIONS DEPARTMENT WITHIN 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 in the Malta Public Service for the post of Operations Manager (Maintenance) in the Operations Department within 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. The post of Operations Manager carries a salary of €19,024 per annum, rising by annual increments of €531.17 up to a maximum of €22,211 (Salary Scale 7).
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 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 an Operations Manager in the Operations Department within the Ministry for Resources and Rural Affairs include:
  - (a) taking a leading role in the HACCP system for the Civil Abattoir and adjacent cutting and deboning premises;
  - (b) ensuring the smooth running of the self-check system based on the principles of HACCP including verification exercises;
  - (c) coordinating and supervising the various responsibilities of the individual members of the maintenance and cleaning unit to ensure the smooth running of the operations and corrective procedures are in place;
  - (d) collaborating with slaughtering line foremen and other personnel to ensure effective planning for the slaughtering process;
  - (e) alerting the Senior Manager (Operations) to any issues, problems, requirements needing his/her attention and make appropriate recommendations;

- (f) inspecting the slaughtering house and other facilities for safe conditions and suggest possible courses of action to resolve problems;
- (g) ensuring that animal by-products are disposed of in accordance with present rules and regulations;
- (h) contributing actively in the operation of the meat traceability system;
- (i) training and supervising subordinates as required;
- (j) perform other duties as may be deemed appropriate by the Director and/or his representatives.

5.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) 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 Principal Technical Officer; **or**

(b) public officers who in terms of the Agreement on the Classification, regarding and Assimilation of the Technical Class have been assimilated as "Officers in Grade 9" or "Officers in Grade 8"; **or**

(c) public officers in the grade of Senior Technical Officer and who are in possession of at least a Higher Technician Diploma or a recognised, appropriate, comparable qualification and who have not less than five years experience in site project management and/or workforce supervision; **or**

(d) public officers in the Technical Class who possess a recognised, relevant degree or a recognised, appropriate comparable, technical qualification and have at least five years experience in site project management and/or workforce supervision.

6.2 The Higher Technician Diploma is rated at NVQ level 4 within the National Vocational Qualifications framework. A person in possession of an NVQ 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. The said two-year period, will not however be reckonable for the purposes of computing the five year mandatory requirement in site project management and/or work force supervision.

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 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.

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 PSC 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 be downloaded from the following websites:

[www.doi.gov.mt/EN/employment\\_opp/recruitenglish.pdf](http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf)  
[www.mpo.gov.mt/downloads/recruitenglish.pdf](http://www.mpo.gov.mt/downloads/recruitenglish.pdf)

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

10. Applications together with a Service and Leave Record Form (GP47) and a Curriculum Vitae including qualifications and experience 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 not later than **noon (Central European Time) of Thursday, 18<sup>th</sup> March 2010.**

11. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Thursday, 18<sup>th</sup> March 2010 may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the People Management and Support Services Directorate, 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 +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 dead-line. 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.

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

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