

**MPO/14/2010**

**MPO Circular No. 15/2010**

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

2<sup>nd</sup> March 2010

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

**POST OF PRINCIPAL TECHNICAL OFFICER (MAINTENANCE AND OPERATIONS) IN THE CLEANSING AND MAINTENANCE DIVISION 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 Principal Technical Officer (Maintenance and Operations) in the Cleansing and Maintenance Division 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 Principal Technical Officer carries a salary of €16,690 per annum rising by annual increments of €447.33 up to a maximum of €19,374 (Salary Scale 9).
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 Public Service.
- 4.1 The main duties of a Principal Technical Officer (Maintenance and Operations) in the Cleansing and Maintenance Division within the Ministry for Resources and Rural Affairs include:
  - (a) responsibility for the overall maintenance of machinery to ensure operations of the plant at the optimum efficiency;
  - (b) ensuring that all breakdown of plant and machinery is given due attention, and have carried out any repairs including those under emergency conditions;

- (c) assisting the Officer in-Charge in managing the workforce in order to achieve a highly motivated managerial, technical and industrial group that will produce high quality work in line with the agreed standards and efficiency;
- (d) supervising the installation, replacement, or changing of spare units and attachments, according to production specifications to safeguard any guarantees of operating plant;
- (e) supervising and guiding the technical staff when dismantling and reassembling machinery, ensuring the proper methods of working and the usage of tools to avoid any risk in mishandling, particularly when performing under critical and urgent conditions;
- (f) monitoring the day to day running of the staff responsible for the maintenance, repair and operations of machinery;
- (g) delegating the daily work appropriately. This will include the daily monitoring of the operational and testing procedures as may be required:
- (h) ensuring the procurement of any materials required for the smooth operation of the machinery and plant. This may also include the carrying out of regular inventory and stock control;
- (i) monitoring progress and reporting on any problem areas, proposing improvement to restore efficiency;
- (j) fostering and maintaining excellent relationships with all members of staff, and to inform the head of department of the necessary resources required for the staff to work to the best of their capabilities and ensure a positive working environment for all personnel;
- (k) being present on site to monitor the productivity and efficiency of the workforce and in comparing results with forecasts and estimates;
- (l) ensuring and enforcing conduct, discipline, punctuality, Health and Safety and Welfare standards;
- (m) assisting the Officer in-Charge in the processing of disciplinary reports and procedures and maintaining good public relations;
- (n) performing other duties as may be deemed appropriate by the Director General and/or his/her representative.

4.2 Due consideration will be given to candidates who have experience in operating a wide variety of machinery and plants.

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 who in terms of the Agreement on the Classification, Regrading and Assimilation of the Technical Class have been assimilated as "Officers in Grade 9" or "Officers in Grade 8";
- OR
- (b) Public Officers in the grade of Senior Technical Officer 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
- (c) Public Officers in the grade of Senior Technical Officer who have at least a total of five years service in the grade or in the previous grades of Technical Officer I and Technical Officer II.
- 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 a recognised, appropriate, comparable qualification' found under paragraph 6.1(b). 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 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, 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 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 should 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.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, 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, 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 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.

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Management and Personnel Office

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