

5 March 2010

To Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

**POSITION OF OCULAR PROSTHETIST IN THE MINISTRY FOR HEALTH, THE ELDERLY AND COMMUNITY CARE**

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 assignment in the position of Ocular Prosthetist in the Ministry for Health, the Elderly and Community Care. Public Officers in the Malta Public Service who are on secondment or on loan to Public Sector Organisations may also apply.

2.1. The selected candidate will enter into a thirty-six (36) month assignment as Ocular Prosthetist in the Ministry for Health, the Elderly and Community Care. Unsatisfactory performance as Ocular Prosthetist during the assignment period will lead to termination of assignment.

2.2. If a selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, he/she will retain his/her substantive grade/indefinite status during the assignment period and will revert to his/her substantive grade/indefinite status on termination of assignment. In the case of a selected candidate who is not a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, his/her employment with the Ministry for Health, the Elderly and Community Care as well as with the Maltese Government will be discontinued in case of termination of assignment.

3.1. The salary attached to this position is equivalent to the maximum of Salary Scale No. 8 which in 2010 is €20,727 per annum. For the purpose of the 1937 Pensions Ordinance the difference between the salary to which the selected officer is entitled by virtue of his/her substantive grade and the salary of the position will be paid as a non-pensionable allowance.

3.2. If, during the assignment period, the selected candidate is appointed to a grade with a Salary Scale higher than the maximum of Salary Scale No. 8, he/she will be required to relinquish the duties of Ocular Prosthetist and be transferred to duties pertinent to his/her new grade. However, if the substantive salary of a selected candidate becomes higher than the maximum of Salary Scale No. 8 through progression, he/she will be allowed to complete his/her term of stipulated assignment.

4. The selected candidate will be entitled to receive an allowance of €1863.50 per annum on account of the special skills required for the performance of the specific duties of Ocular Prosthetist.

5. The duties of Ocular Prosthetist include:

- (a) The provision of an ocular prosthetic service to patients referred in need of various custom-made ocular appliances including:
- Artificial eyes
  - Cosmetic shells
  - Ptosis props
  - Hydrophilic socket expanders
  - Post-operational P.M.M.A conformers
  - Adjustment and repair of artificial eyes and cosmetic shells
- (b) Requisitioning for the procurement of all materials, tools and appliances needed for the manufacture of the above-mentioned appliances;
- (c) Use of the Information Technology systems which may be in operation within the Ministry for Health, the Elderly and Community Care.

6. By the closing time and date of this call for applications, applicants must be Nurses or Paramedics:

- (a) who are in possession, or have been approved for the award, of a BSc (Hons), or a recognised, comparable qualification, in a health related subject and at least two years relevant work experience;

OR

- (b) who are in possession, or have been approved for the award, of a relevant post-graduate degree (Masters), or a recognised, comparable qualification, in a health related subject;

OR

- (c) in a Scale not below Salary Scale 12 with at least five years relevant work experience;

7.1. 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 position provided they can carry out, in essence, the duties related to the position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

7.2. 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 by the applicant to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Ministry for Health, the Elderly and Community Care and copied to the NCPD.

8.1. 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 Ministry for Health, the Elderly and Community Care by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

8.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.3. It is the responsibility of applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education 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.

9.1. Eligible applicants will be interviewed by a Selection Board to assess their suitability for the position.

9.2. A notification of the issue of the result will be duly published in the Government Gazette. A press notice will also be issued to all local media organisations.

9.3. 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 Ministry for Health, the Elderly and Community Care. Furthermore, the result will also appear on the website of the Public Service Commission where it may be accessed at <http://www.psc.gov.mt>.

9.4. 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.

10. 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>  
<http://www.health.gov.mt/forms/forms.htm#employment>  
or obtained from the Personnel Section (Health), 6, Harper Lane, Floriana.

11. The prescribed application forms together with a Service and Leave Record Form (GP 47) will be received in the first instance by the Assistant Director, Human Resources, (Health), 6, Harper Lane, Floriana **by not later than noon (Central European Time) of Friday 26 March 2010.**

12. Applications received from abroad through a fax or other similar message **by noon (Central European Time) of Friday 26 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 Health, the Elderly and Community Care by not later than one week after the closing date together with an explanation for the delay. The fax numbers of the Ministry for Health, the Elderly and Community Care are +356 – 21226285 and +356 - 21235890.

13. Applications delivered by hand will be acknowledged in writing by the Ministry for Health, the Elderly and Community Care and a receipt will be given in hand at the time of delivery. 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 Ministry Health, the Elderly and Community Care within seven days.

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MANAGEMENT AND PERSONNEL OFFICE

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