

MPO 56/2010

MPO CIRCULAR NO 47/2010
OFFICE OF THE PRIME MINISTER
CASTILLE
VALLETTA

9 July, 2010

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organizations

POSTS OF SENIOR PHARMACIST AT THE GOVERNMENT HEALTH PROCUREMENT SERVICES 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 grade of Pharmacist in the Malta Public Service for the posts of Senior Pharmacist in the Government Health Procurement Services in the Ministry for Health, the Elderly and Community Care. Public officers in the grade of Pharmacist in the Malta Public Service on secondment or on loan to Public Sector Organizations may also apply.

2. The post of Senior Pharmacist carries a salary of €19,024 per annum rising by annual increments of €531.17 up to a maximum of €22,211 (Salary Scale No. 7).

3.1. The appointment, which is subject to a probationary period of one year, is on a full time basis and is subject to any rules governing from time to time the Malta Public Service and the Ministry for Health, the Elderly and Community Care. It involves liability to transfer according to the exigencies of the Malta Public Service.

3.2. The appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

4. The appointee will not be allowed the private practice of his/her profession.

5. The appointee will be required to work at the Government Health Procurement Services.

6. The duties of a Senior Pharmacist at the Government Health Procurement Services:

- a) To provide support and advice to the Principal Pharmacists, Assistant Director and Director;
- b) To be responsible for a Unit within the Government Health Procurement Services;

- c) To assist in the annual business plan for the Government Health Procurement Services;
- d) To assist in the planning and implementation of the roll-out of the Government Health Procurement Services;
- e) To coordinate and prepare policies and guidelines to facilitate the smooth running of the Government Health Procurement Services;
- f) To liaise with Medicines Authority and Procurement Department regarding drug alerts, recalls and pharmacovigilance issues;
- g) To liaise with the Pharmaceutical Policy and Monitoring Department regarding entitlement policies for free medicines and drug utilization patterns;
- h) To ensure the timely release of medicines, foods and related items;
- i) To ensure that specifications are periodically reviewed in line with DPPM and GHPS I.T. system updated accordingly;
- j) To liaise with the Contracts and Purchasing Sections within the GHPS to ensure the timely delivery of medicines and related items.
- k) Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary;
- l) To make use of the Information Technology infrastructure and systems in operation within the Government Health Procurement Services / Health Division, and give advice on the further developments of existing systems. This may include performing the role of IT Systems Administrator;

7. Applicants must be Public Officers holding a substantive appointment in the grade of Pharmacist and having at least two years practice in the profession;

8.1. 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.

8.2. 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.

9.1. 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.

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

9.3. 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 for 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.

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

10.2. 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 organizations.

10.3 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.

10.4. 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 result¹.

11. 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>

<http://www.health.gov.mt/forms/forms.htm#employment>

or obtained from the Personnel Section, Ministry for Health, the Elderly and Community Care, 6, Harper Lane, Floriana.

12. 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, Ministry for Health, the Elderly and Community Care, 6, Harper Lane, Floriana **by not later than noon (Central European Time) of Friday, 30 July 2010.**

13. Applications received from abroad through a fax or other similar message **by noon (Central European Time) of Friday, 30 July 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.

14. 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 for Health, the Elderly and Community Care within seven days.

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

MB