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MANAGEMENT AND PERSONNEL OFFICE
OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE
VALLETTA

12th July 2010

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

DEPLOYMENT OF PUBLIC OFFICERS TO PERFORM DRIVING DUTIES WITH THE MEMBERS OF THE JUDICIARY (COURTS OF MAGISTRATES – GOZO) WITHIN THE DIRECTORATE OF CUSTOMER SERVICES, MINISTRY FOR GOZO

In accordance with 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. Applications are being invited from serving public officers holding a substantive grade in the Malta Public Service in Groups I, II, III and IV of the Industrial Grades who are interested in performing driving duties with the Members of the Judiciary (Courts of Magistrates – Gozo) within the Directorate of Customer Services, Ministry for Gozo. Public Officers holding a substantive grade in these Groups in the Malta Public Service who are on loan or on secondment to Public Sector organizations may also apply.
- 2.1 Drivers with the Members of the Judiciary (Courts of Magistrates – Gozo) will be required to drive and maintain cars of the Members of Judiciary (Courts of Magistrates – Gozo).
- 2.2 Drivers with the Members of Judiciary (Courts of Magistrates – Gozo) may also be required to occasionally help in loading and unloading (such as files, etc.) and to perform other ancillary duties even after normal hours without being compensated additionally to what is stated under paragraph 3 below and any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.
3. The total remuneration package of drivers on duty with the Members of Judiciary (Courts of Magistrates – Gozo) is to be commensurate with that

of the next higher scale of the successful applicant plus an allowance of €3074.77 per annum.

4. The selected person will retain his/her substantive grade and salary scale. The difference between the salary to which an officer is entitled by virtue of his/her substantive grade and the remuneration package for the duties he/she has been selected for will be paid as a non-pensionable allowance. If, for any reason, the selected person is released from his/her driving duties with Members of Judiciary (Courts of Magistrates – Gozo), he/she will return to his/her substantive grade and salary and the allowance will be discontinued.
5. Applicants must be in possession of a valid driving licence. The licence must be shown during the interview.
- 6.1 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, (Cap. 413), 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 position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 6.2 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 receiving Directorate and copied to the NCPD.
- 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 Human Resources Section, Directorate of Corporate Services, Ministry for Gozo, St. Francis Square Victoria Gozo 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 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, Culture, Youth and Sport 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.

- 8.1. Eligible applicants will be interviewed by a Selection Board to assess their suitability for this deployment.
- 8.2. The result of the interviews will be exhibited on the notice board of the Directorate of Corporate Services, Ministry for Gozo, St Francis Square, Victoria, Gozo.
- 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 Section, Directorate of Corporate Services Ministry for Gozo St. Francis Square Victoria Gozo.

10. Applications accompanied together by a Service and Leave Record Form (GP 47) as well as a Police conduct certificate issued not earlier than six (6) months from the date of this call for applications will be received in the first instance by the Human Resources Section, Directorate of Corporate Services Ministry for Gozo St. Francis Square Victoria Gozo **by not later than noon** (Central European Time) **of Friday 30th July 2010**.
11. Applications received from abroad through a fax or other similar message **by noon** (Central European Time) **of Friday 30th July 2010** may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Human Resources Section, Directorate of Corporate Services, St. Francis Square, Victoria Gozo by not later than one week after the closing date together with an explanation for the delay. The fax numbers of the Human Resources Section, Directorate of Corporate Services, St. Francis Square, Victoria Gozo are +356-21559724.

12. a) Applications delivered by hand will be acknowledged in writing by the Human Resources Section, Directorate of Corporate Services, St. Francis Square, Victoria Gozo and a receipt will be given in hand at the time of delivery.
- b) 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 Human Resources Section, Directorate of Corporate Services, St. Francis Square, Victoria Gozo within seven days.

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

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