

MPO/97/2010

MPO Circular No. 50/2010

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

12th July 2010

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

POST OF PRINCIPAL INFORMATION OFFICER IN THE DEPARTMENT OF INFORMATION

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 who, by the closing time and date of this call for applications, are in the substantive grade of Senior Information Officer, for the post of Principal Information Officer in the Department of Information. Public Officers holding a substantive appointment in the Malta Public Service in the grade of Senior Information Officer, who are on secondment or on loan to Public Sector Organisations may also apply.
2. The post of Principal Information Officer carries a salary of €21,810 per annum, rising by annual increments of €640.67 up to a maximum of €25,654 (Salary Scale 5)
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 Department of Information in particular and involves liability to transfer according to the exigencies of the Malta Public Service.
4. The duties of Principal Information Officer include:
 - a. Assisting and providing support to the Director General;
 - b. Planning, managing and co-ordinating the day-to-day running of the Communications Centre, including the Government Information Service, the Media Relations section and the Events section;
 - c. Monitoring the production of verbal, printed, audio-visual and electronic information on Government policies, services and activities and on matters of public interest;
 - d. Actively contributing towards the promotion of a proper image of the public service and the country; and
 - e. Deputising for the Director General as may be required;
 - f. Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary
- 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) (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 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 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 6.2 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 the result.
- 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. Application forms may be downloaded from the following websites:-
www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf
www.mpo.gov.mt/downloads/recruitenglish.pdf
or obtained from the Department of Information, 3 Castille Place, Valletta.
9. The application forms together with an updated Service and Leave Record Form (GP47) will be received in the first instance by the Director General (Information, Local Government and Public Consultation) at the Department of Information, 3 Castille Place, Valletta **by not later than noon (Central European Time) of Friday, 30th July 2010.**
10. 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 Department of Information by not later than one week after the closing date together with an explanation for the delay. The fax number of the receiving department is +356 22001764.

11. (a) Applications delivered by hand will be acknowledged in writing by the Department of Information 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 dead-line. The applications will be acknowledged in writing by the Department of Information within seven (7) days.

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

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