

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

16 July 2010

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

Expression of interest from amongst Public Officers and Public Sector employees to perform duties as Secretarial Assistants at The Malta Environment & Planning Authority [MEPA]

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

1. In line with the concept of job mobility across the wider public sector, which enhances the learning experience of the individual whilst addressing the exigencies of the public sector, expressions of interest are being sought from suitable public officers to perform duties as cited above, for a period of three years definite contract with a six month probationary period and with the possibility of renewal.

2. Eligible Officers are thus invited to submit their expression of interest to perform such duties. Eligible Public Officers on secondment / on loan to Public Sector Organisations may also apply. Applications must be invariably submitted through the Head of Department / Entity for information purposes only. Successful Public Sector employees must make their own arrangements for their release, prior to accepting any contract.

3. Applicants must be public officers in the public service in the grade of Clerk / Senior Clerk / Executive Officer or in a comparable position in the public sector. Applicants must have at least 4 years service in a General Service grade / public sector position.

4 Within delegated authority, the duties, amongst others, include :

To provide general secretarial support for Section Heads, Team Managers and other senior officers, on an interchangeable basis, within any Unit of the Malta Environment & Planning Authority

A more detailed job description is available on request from the Human Resources Manager, Malta Environment and Planning Authority, St. Francis Ravelin, Floriana.

5. The salary attached to the position of Secretarial Assistant is €13,806.19 x 232.93 - €15,436.76. In line with the authority 's existing collective agreement which may be reviewed successful candidates will be eligible for regrading to the position of Secretary after two years performing duties in this position. This regrading is subject

to satisfactory performance and any other condition dictated in the collective agreement. The regrading will reflect an increase in salary. In the case of a selected candidate holding a substantive grade in the Malta Public Service, for the purpose of the 1937 Pensions Ordinance (if applicable), the difference between the salary to which the selected candidate is entitled by virtue of the substantive grade and the salary of the position will be paid as a non-pensionable allowance. The successful applicant will resume the duties of his/her substantive grade once he/she reverts back to the Public Service /Public Sector.

6. The selected candidate shall, for the period during which he/she is performing such duties, be accountable to the various Unit or Section Heads, where he/she is deployed.

7. The period during which the selected applicant is performing duties as Secretarial Assistant at MEPA shall be reckonable as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for treasury pension purposes. The performance of such duties will also be acknowledged in the Record of Service (GP47) applicable to public officers.

8. Eligible applicants will be requested to attend for an interview to assess their suitability to carry out such duties.

8.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the HR Manager, MEPA, St Francis Ravelin, Floriana, by the closing date. Scanned copies sent electronically on miriam.b.abela@mepa.org.mt are acceptable.

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

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9. Submissions, including a detailed C.V. and a Service and Leave record form (GP 47), together with documentation from HR unit of the entity he/she is working with, which clearly indicates that the candidate is a full time employee together with current grade and salary, are to reach the Human Resources Manager, MEPA , St Francis Ravelin, Floriana by not later than noon (Central European Time) of Friday 30 July 2010

10. Submissions received from abroad through a fax or other similar message by noon (CET) of Friday 30 July 2010 may be considered provided that all requisite details are given. The formal expression of interest duly signed by the applicant must reach the Human Resources Manager, MEPA, by not later than one week after the closing date with an explanation for the delay. The fax number of the Human Resources Manager is +356 2290 1521.

11. Selected Officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

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

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