

# **CD/2016 CD/HR Circular No. 1/2016 - Position of Senior Policy Officer in the Ministry of the Economy, Investment and Small Business**

**MEIB/2016 CD/HR Circular No. 1/2016**

Ministry for the Economy, Investment and Small Business

Commerce Department

Lascaris Bastions,

Daħlet Ġnien is-Sultan

Valletta. VLT 1933

14<sup>th</sup> July 2016

To: Permanent Secretaries

Directors-General

Directors

Heads of Public Sector Organisations

**POSITION OF SENIOR POLICY OFFICER IN THE MINISTRY of the Economy, Investment and Small  
Business**

**(As per Ministry's HR Plan for the year 2016)**

*In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender*

1. The Director General (Commerce Department), Ministry for the Economy, Investment and Small Business invites applications from Public officers in the Malta Public Service, Public Sector employees performing duties in the Malta Public Service and RSSL employees for the position of Senior Policy Officer at the Commerce Department within the Ministry for the Economy, Investment and Small Business. Public Officers in the Malta Public Service who are on secondment/ on loan/ detailed with/ deployed with/ on attachment to Public Sector Organisations may also apply.

**Duration of assignment and Conditions**

2.1 The selected candidate will enter into an immediate assignment which is estimated to last for twelve (12) months as a Senior Policy Officer in the Commerce Department, Ministry for the Economy, Investment and Small Business, which in no case can go beyond 13<sup>th</sup> August 2017. The selected candidate will also be expected to take up posting in Geneva in the second half of 2016.

2.2 The position of Senior Policy Officer is subject to a probationary period of twelve (12 months).

2.3 Since this is a position that is time-barred or linked to the completion of a specific task, the position of Senior Policy Officer falls under Regulation 7(4) (d) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

**Salary pegged to the position**

3. The salary attached to the position of Senior Policy Officer is equivalent to the maximum point of Salary Scale 7 for 2016 (€25, 231). In addition, the selected person will receive the same compensation package by way of benefits and allowances paid to officers in the maximum step of the Diplomatic Grade of Counsellor (Salary Scale 7). This applies for the period that the selected person will be posted in Geneva, Switzerland.

## Duties

4. The duties of Senior Policy Officer include:

(a) Assisting in the preparation of policy papers, analytical and background papers, briefs, reports, as well as research, in support of the activities of the Commerce Department within the Ministry for the Economy, Investment and Small Business including work which is primarily related to the World Intellectual Property Organisation (WIPO), policy with regard to EU internal and external matters, institutional matters, managing where necessary any bilateral and multilateral relations and follow the meetings on the Agreement on Trade related aspects of Intellectual Property Rights (TRIPS) of the World Trade Organisation;

(b) Undertaking of representational duties, in Malta and overseas, in particular, Geneva, Switzerland and Brussels, Belgium, in the pursuit of Malta's policy objectives with regards to intellectual property and in particular WIPO, including participation in conferences and meetings and WTO meetings related to TRIPS. This includes the participation in WTO conferences and meetings as requested by the Director for Industrial Property Registrations and Director General Commerce Department, as well as the reporting about the outcomes of the conferences and meetings. The officer is also expected to cover Council of Europe meetings, according to exigencies, especially when the subject matter being discussed is being discussed by WIPO.

(c) Participation in activities in connection with the promotion of Malta's political, commercial and economic relationship on international, regional as well as bilateral levels;

(d) Assisting the Chairperson person on WIPO issues at the Intellectual Property Working Party of the Council of the European by attending such working party meetings and act as deputy chair if necessary.

(e) Assistance in logistical and organisational preparations, in particular with regards to the Presidency of Malta for the European Union as required, for events, activities and meetings organised by the Ministry;

(f) Proper management of administrative coordinative duties including financial and personnel work, at the Commerce Department or in the Permanent Representation of Malta to the United Nations in Geneva, Switzerland.

(g) Other related duties as may be deemed appropriate by the Director General (Commerce), the Permanent Secretary and/ or his/her representative;

(h) Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Further details of the job description of the position may be obtained from the office of the Assistant Director Support Services, Commerce Department, Lascaris, Valletta, VLT 1933.

### **Eligibility requirements**

5.1 By the closing time and date of this call for applications, applicants must be Public Officers or Public Sector employees currently performing duties in the Public Service or RSSL employees who are

- (i) (a) citizens of Malta;
- (ii) have the ability to communicate in the Maltese and English language, knowledge of another European Language (preferably French) is considered an asset;
- (iii) in possession of a recognized qualification at MQF level 7 with a minimum of 90 ECTS/ECVETS or equivalent in European Studies, International relations, International Law or other relative field of study, or an appropriate , recognized, comparable qualification, plus one (1) year relevant work experience; or
- (iv) in possession of a recognized qualification at MQF level 6 with a minimum of 180 ECTS/ECVETS or equivalent in European Studies, International Relations, Legal

Studies or an appropriate, recognized, comparable qualification, plus three (3) years relevant work experience, or

- (v) In a Salary Scale not below Scale 10 in the Public Service, or in a comparable level of responsibility within RSSL or another Public Sector entity, and with six (6) years of relevant work experience.

To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility of the position advertised, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

In the eventuality that RSSL employees attain indefinite status in the Public Service in terms of S.L. 452.81, their employment with RSSL will *ipso facto* be terminated.

Unless RSSL employees attain indefinite status with the Public Service after the lapse of the four year period in the position in terms of S.L. 452.81, appointees will be entitled to revert to their previous position with RSSL with their previous remuneration package at RSSL.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience.

5.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

<http://www.ncfhe.org.mt/content/home-malta-qualifications-recognition-information-centre/52002817/>

5.4 A detailed position description may be obtained from the Office of the Support Services Directorate, Commerce Department on [stephanie.g.chetcuti@gov.mt](mailto:stephanie.g.chetcuti@gov.mt).

### **Submission of supporting documentation**

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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

### **Selection procedure**

7. Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is one hundred (100) and the pass mark is fifty (50).

### **Submission of applications**

8. Applications, together with an updated Service and Leave Record Form (GP47) or equivalent in the case of non Public Officers, , and a detailed Curriculum Vitæ will be received by the Assistant Director Support Services at the Commerce Department, Lascaris Bastion, Daħlet Ġnien is-Sultan, Valletta (VLT 1933) by not later than **noon (Central European Time) of Thursday 4<sup>th</sup> August 2016**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date of this call for applications. Further details concerning the submission of applications are contained in the general provisions referred to below.

## **Other general provisions**

9. Other general provisions concerning this call for applications, with particular reference to:

- other applicable conditions;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details
- retention of documents

may be viewed by accessing the website of the Public Administration HR Office at the address <http://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/Service%20Wide%20position-%20general%20provisions%20-%205.2.15.pdf> or may be obtained from the Commerce Department, Lascaris Bastions, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department are [www.commerce.gov.mt](http://www.commerce.gov.mt) and [stephanie.g.chetcuti@gov.mt](mailto:stephanie.g.chetcuti@gov.mt) .

### **Godwin Warr**

Director General

Commerce Department

Ministry for the Economy, Investment and Small Business

SC