

MANUAL REGARDING POSITIONS OF ASSISTANT DIRECTOR IN THE MALTA PUBLIC SERVICE

9 October 2020



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

MANUAL
REGARDING POSITIONS OF
ASSISTANT DIRECTOR
IN THE MALTA PUBLIC SERVICE

Contents

- Introduction 3
- 1.0 Assistant Director Positions 4
 - 1.1 Remuneration 4
 - 1.2 Trial Period 4
 - 1.3 Tenure as Officer in Grade 5 4
 - 1.4 Notice of Termination 5
 - 1.5 Applying for other/same positions of Assistant Director 5
 - 1.6 Family Friendly Measures 5
 - 1.7 Applications for Assistant Director Positions and the Selection and Interview Procedure 6
 - 1.8 Drawing up of Performance Agreement and Letter of Appointment 6
 - 1.9 Succession Planning 6
 - 1.10 Submission of Applications and Complete Application Checklist 7
 - 1.11 Holders of, or candidates to, an Assistant Director position who are nearing statutory retirement age 8

Appendix

Introduction

The position of Assistant Director is a Category A position. The remuneration and conditions applicable to the position will be as explained in this Manual, and the eligibility requisites will be as listed in the attached Appendix.

It is emphasized that the approval for the creation of new positions is the prerogative of the Office of the Prime Minister.

1.0 Assistant Director Positions

Positions that do not warrant a specialised/technical/sector specific academic qualification or particular expertise will be filled by the position of Assistant Director. An Assistant Director may have to substitute the Director if and when the need arises. The appointments shall be made on the basis of an Agreement for a period of the number of years as issued in calls from time to time.

Being a top management position, the position of Assistant Director falls under Regulation 7(4)(b)(i) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations". Appointees will, however, be conceded Tenure in terms of the provisions of Section 1.3 hereunder.

1.1 Remuneration

Assistant Directors will be remunerated at the maximum point of Salary Scale 5 plus up to 15% performance bonus. In addition, they will also be entitled to a communication allowance of €1,600 and an expense allowance of €1,500.

1.2 Trial period

The trial period for the position of Assistant Director will be of one year, subject to the provisions of paragraph 1.8.2 of the Manual on Resourcing Policies and Procedures (available at http://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual_on_Resourcing_Policies_and_Procedures.pdf).

1.3 Tenure as Officer in Grade 5

Assistant Directors have to re-apply, following a fresh call for applications, for re-appointment following the expiry of their term.

Public officers appointed in Assistant Director positions shall be tenured as Officer in Grade 5, upon their re-appointment for the second term plus one (1) month in such position even if in a different remit, unless they opt to retain their current substantive grade if they are in a non-General Service career stream.

The following provisions are also applicable:

- a) Public officers who, on the 1st January 2016, were serving in Assistant Director positions and who have served or will serve, successfully a full term, including such service given prior to 1st January 2016 as part of the first term, and who are or have been re-appointed for a second term since then, will be tenured as Officer in Grade 5 with effect from the date of the commencement of the second term plus one (1) month; and
- b) Officers who were serving during the period starting 1st January 2016, and who will have an aggregate equivalent to one (1) term plus one (1) month as Assistant Director starting from 1st January 2012, will also be considered favourably. Furthermore, any break of up to the equivalence of one (1) term, from the end of one term to a subsequent new term in an Assistant Director position, albeit in a different remit, will also entitle officers to be tenured as Officer in Grade 5, provided they held an appointment to an Assistant Director position as on 1st January 2016.

The following clarifications apply with regard to (a) and (b) above:-

1. Officers who, following a selection process are selected for a position of Assistant Director after having been confirmed in a position as Senior Manager Scale 5, shall be eligible for tenure as Officer in Grade 5, upon completion of an aggregate of the equivalence of one (1) term plus one (1) month from the date of their appointment as Senior Manager.
2. (i) Officers who, following a selection process are selected for a position of Assistant Director after having been confirmed in an Assistant Directorship, albeit in a different remit, shall be eligible for tenure as Officer in Grade 5, upon completion of an aggregate of the equivalence of one (1) term plus one (1) month from the date of their first appointment as Assistant Director; and

(ii) Officers holding the position of Assistant Director who, due to exigencies of the service are moved laterally to a similar position during their term, shall be eligible for tenure as Officer in Grade 5, upon re-appointment to the position, albeit in a different remit, and after completion of an aggregate of the equivalence of a full term plus one (1) month from the date of their first appointment as Assistant Director.

1.4 Notice of Termination

Notice/penalty provisions in force, in terms of PAHRO Circulars 7 and 8 of 2014 and 16 of 2015, do not apply to incumbents in Assistant Director positions, that have the same contractual notice provisions of top management positions.

1.5 Applying for other/same positions of Assistant Director

Incumbents in the positions of Assistant Director who have served **at least one (1) year** of the term of their current performance agreement may apply for any **four (4)** of the positions advertised, subject to having satisfied the pertinent eligibility requirements. The Selection and Interview Procedure is explained at Section 1.7 hereunder.

In addition, a lateral move, or even a change of designation, may occur at the request of the Administration in the interest of the Public Service.

Any lateral move/change of designation requires invariably the prior approval of the Office of the Prime Minister.

1.6 Family Friendly Measures

Assistant Directors are entitled to avail themselves of a period of up to four (4) months unpaid parental leave on the grounds of birth, adoption, fostering or legal custody of a child, in terms of the provisions of the Manual on Work-Life Balance Measures, and the Assistant Directorship need not be terminated. Unpaid parental leave may be availed of in respect of each child. Any period taken as unpaid parental leave will be reckonable as forming part of the creditable years in the position of Assistant Director required for tenure as Officer in Grade 5.

Officers who utilize any other form of unpaid leave will have their agreement as Assistant Directors terminated.

1.7 Applications for Assistant Director Positions and the Selection and Interview Procedure

Positions of Assistant Director across the Public Service are filled through a central call for applications issued by the Office of the Prime Minister twice annually.

Eligible candidates may apply for four (4) positions indicating the priorities for each.

Eligible applicants will be required to sit for a psychometric test which will be held at the Institute for the Public Services, and will be subsequently called for an extended interview, which will serve as part of the preliminary shortlisting, followed by individual interviews.

The SAAC will assess the candidates for all the positions applied for during the same interview.

The SAAC will consider who, from among any of the eligible candidates, is suitable for the position. It is the SAAC's prerogative to nominate any candidate to the position advertised.

Further details regarding the preliminary shortlisting, the SAAC interview process and additional information may be viewed in the updated version of "The Nomination Process for Headship/Assistant Directorship Positions - Notes for Prospective Applicants" at the following webpage: https://intra.gov.mt/en/ManagementResources/documents/nomination_process.doc.

1.8 Drawing up of Performance Agreement and Letter of Appointment

The Office of the Prime Minister shall inform the officer of his/her appointment, copying the People & Standards Division, and the respective Ministry which, on its part, will make the necessary arrangements for the drawing up of the applicable Performance Agreement. The Performance Agreement should be concluded and submitted by not later than one (1) month from the date when the officer is informed of his/her appointment. Upon receipt of the Performance Agreement, the Letter of Acceptance and the Declaration Prior to Appointment in the Malta Public Service, the Office of the Prime Minister shall make the necessary arrangement for the issue of the Letter of Appointment.

1.9 Succession Planning

In order to ensure adequate succession planning, the central call issued at the beginning of each calendar year will address vacancies of Assistant Director positions occurring as a result of retiring incumbents post mid-year. The central call issued mid-year will address vacancies occurring post beginning of the following calendar year. Consequently, the selected applicants will:

- be initially appointed in a designate capacity;
- retain their current substantive remuneration package; and
- be actually appointed as Assistant Director and will start receiving the perquisites attached to their Assistant Directorship on the retirement of the incumbent concerned.

1.10 Submission of Applications and Complete Application Checklist

Eligible public officers who consider themselves suitable for any of the advertised positions are invited to apply through the Recruitment Portal only at the following address: <https://recruitment.gov.mt>.

Guidelines to assist officers in the submission of on-line applications may be viewed at:- <https://intra.gov.mt/en/ManagementResources/Documents/guidelines.pdf>.

Applications are to include:

1. a detailed curriculum vitae (Europass format) which will include the continuous professional development record and, in the case of current incumbents, will also include copies of the performance assessments of the last four (4) years;
2. a motivational statement of not more than 300 words wherein applicants explain why they consider themselves to be qualified for senior management positions, in particular to the position listed as first preference, at which level they consider themselves suitable;
3. a four-year plan in respect of the position of the first preference applied for, which is only to be submitted in accordance with the set template;
4. copies of qualifications (originals are to be invariably produced for verification at the interview); and
5. an updated Service and Leave Record Sheet issued not earlier than one (1) month from the date of application.

Documents 1 to 5 above are to be scanned and sent through the recruitment portal at <https://recruitment.gov.mt> by not later than the closing time and date of the call for applications.

IPS certification confirming successful completion of the Entry to Senior Management Level Programme (previously Public Management Toolkit Programme) or current official status of attendance - preference will be given to those officers who have successfully completed the Programme. Should an officer who has not yet attended the Programme be nominated for an Assistant Director Position, s/he would be required to attend and successfully complete the Programme within the first twelve (12) months of appointment.

Incomplete and/or late applications will not be considered. Applicants who are deemed ineligible in terms of the respective call for applications will be informed accordingly.

Applicants are reminded that it is their responsibility to ensure the completeness and correct details of their application, as well as the submission of all required documentation strictly within the deadline of the call for applications.

Prior to being called for the interview, prospective applicants would be required to fill a declaration indicating any possible or potential conflict of interest (e.g. business interests, private work, etc.). Applicants who have already submitted such a declaration in the past are to confirm in writing that there are no changes and need not resubmit it. In the case where there has been a change, a new declaration would need to be submitted.

1.11 Extension of service beyond statutory retirement age

As from 1 December 2020, the following policy applies to officers who are nearing retirement age and who are holders of, or candidates to, an Assistant Director Position:-

1. In order to be eligible to apply for, or to be appointed in, an Assistant Director position, the candidate must not have reached the statutory retirement age. This is also in line with sub-regulation 20 (d) of the PSC Appointments Regulations.
2. In the case of officers holding an Assistant Director position, or officers selected for an Assistant Director position, who are nearing statutory retirement age, the performance agreement will cease to be in effect when the officer reaches such age.
3. However, at the officer's own request, the remaining term of the performance agreement may be completed, if such term does not exceed a period of twelve (12) months.
4. If the remaining term of the performance agreement exceeds twelve (12) months, and the officer requests that she/he completes the full term, the matter is to be referred for approval by the Principal Permanent Secretary upon the recommendation of the respective Permanent Secretary.

Appendix

Eligibility requisites

For applicants to be eligible in respect of Assistant Director positions, they must be:-

(i) Proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages;

AND

(ii) (a) Senior Public Officers who have a substantive grade in Scale 7 or higher;

Or

(b) Senior Public Officers who have served for four consecutive years in the Public Service in positions classified in scale 7 or higher;

Or

(c) Public officers who are confirmed in their current or in a previous appointment, who are in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008), or a comparable professional qualification, in the area/s applied for, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to Scale 7 level or higher in the Public Service;

Or

(d) Officers currently occupying an Assistant Director position and who have served at least one year of the term of their current performance agreement.



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER