

Amending Directive no. 7.1

DELEGATION OF AUTHORITY TO EFFECT RECRUITMENT AND PROMOTIONS IN PUBLIC SECTOR ENTITIES

Issued on 6th April 2017 by the Principal Permanent Secretary in terms of the Public Administration Act.

1. Applicability

- 1.1 This directive amends Directive no. 7 and applies to all Public Administration organisations (herein referred to as “Public Sector entities”), whereby recruitment and promotions are effected by virtue of art 110 (6) of the Constitution and the Employment and Training Services Act, and to their respective Permanent Secretary.

2. Delegation of the Authority to effect recruitment and promotions

- 2.1 By virtue of this amending Directive, Public Sector entities are empowered to effect recruitment and promotions subject to the approval of the Industrial Relations Unit (IRU) (succeeding its precursor, the Public Administration Collective Bargaining Unit) within the People & Standards Division (succeeding the Public Administration Human Resources Office) insofar as the Grading and Salary Structure is concerned and the Ministry responsible for Finance in respect of the applicable HR Plan and budget containment. In the case of the recruitment function, the prior approval of the Permanent Secretary responsible for the Public Sector entity is invariably required whilst in promotion exercises, the Permanent Secretary should be informed at the outset. Requests by Public Sector entities to the IRU for their Grading and Salary Structure and to the Ministry for Finance for their HR Plan/budget containment necessitate also the prior approval of the Permanent Secretary.
- 2.2 The revised Manual for Public Sector entities entitled “Delegation of Authority to effect Recruitment and Promotions”, attached with this amending Directive 7.1, replaces the previous Document and is to be henceforth considered as an integral part of this amending directive and as Government’s official document which regulates the delegated function within Public Sector entities. Strict adherence to the provisions contained in the said revised Manual is therefore mandatory. A serious view will be taken in cases where the Manual is not scrupulously adhered to by Public Sector entities which may also lead to withdrawal of the delegation of authority on the instructions of the Principal Permanent Secretary. In the event of withdrawal, no recruitment/internal re-structuring/promotion exercises can be made without the prior approval of the People & Standards Division.

3. Implementation

- 3.1 The People & Standards Division shall retain its assigned regulatory, monitoring and auditing role with a view to ensure strict compliance with the provisions of the Manual.

3.2 Unless superseded by virtue of this amending directive, the contents of Directive 7 remain otherwise in force.

Attached

*Manual for Public Sector Entities: Delegation of Authority to effect Recruitment and Promotions
(Version 5)*

Mario Cutajar

Principal Permanent Secretary