

Ministry for Justice, Equality and Governance

POSITION OF PROJECT CO-ORDINATOR WITHIN THE HUMAN RIGHTS DIRECTORATE IN THE MINISTRY FOR JUSTICE, EQUALITY AND GOVERNANCE

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Justice, Equality and Governance invites applications for the position of Projects Co-Ordinator for the project 'EQUALITY4ALLMT' (881966) within the Human Rights Directorate in the Ministry for Justice, Equality and Governance.

Duration of assignment and Conditions

2.1 A selected candidate will enter into an assignment for the duration of twenty-four (24) months, as a Project Co-Ordinator for the project 'EQUALITY4ALLMT' (881966) within the Human Rights Directorate in the Ministry for Justice, Equality and Governance, which may be renewed for further periods.

2.2 The position of Project Co-Ordinator is subject to a probationary period of twelve (12) months.

2.3 Since this position is time-barred or linked to the completion of a specific task, the position of Project Co-Ordinator constitutes an objective reason in terms of Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 An Officer holding a position of a definite nature (i.e. with objective reason), who is in the last four (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5 This position is EU co-financed at the rate of 80% by the Rights, Equality and Citizenship Programmes and 20% by the National Funds.

Salary pegged to the position

3. The Salary attached to the position of Project Co-Ordinator is equivalent to Salary Scale 7, which in the year 2020 is equivalent to €24,894 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.

Duties

4. The job duties for the position of Project Co-Ordinator may be viewed in Annex A attached to this Circular.

Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; **or**
- b. citizens of the other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been

granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**

- f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Union Atomic Energy Community Regulations".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. Able to communicate in the English language and preferably the Maltese language. Candidates who do not possess an MQF Level 1 in the Maltese language, must attend and be successful in the assessment of the 'Maltese Language 1' course offered by the Institute for Public Services. Attendance for such course, together with the attainment of MQF Level 1, are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement;

Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption;

AND

iii. (a) In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) **or**

(b) A recognised comparable professional qualification at MQF Level 7

in Management, or Economics, or Finance, or Marketing, or Administration, or Accounts, or Human Resources Management, or Procurement, or Banking, or Arts, or Legal Studies, or Social Policy, or Public Policy or a comparable professional qualification, plus one (1) year relevant work experience;

OR

(c) In possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) **or**

(d) A recognised comparable professional qualification at MQF Level 6

in Management, or Economics, or Finance, or Marketing, or Administration, or Accounts, or Human Resources Management, or Procurement, or Banking, or Arts, or Legal Studies, or Social Policy, or Public Policy or a comparable professional qualification, plus three (3) years relevant work experience.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

Public Officers applying for this post must be confirmed in their current appointment.

5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits or equivalent*.

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, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

5.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 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).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt>.

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.4, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Director Corporate Services, Ministry for Justice, Equality and Governance, through the Recruitment Portal **o n l y** at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **17.15 hrs (Central European Time) of Friday, 23rd October 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

8.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

Other General Provisions

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

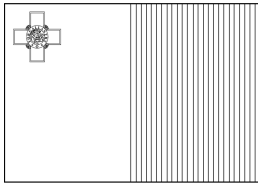
- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;

- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details;
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Corporate Services Directorate, Ministry for Justice, Equality and Governance, Spinola Palace Business Centre, Level 3, St. Christopher Street, 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 Directorate are <http://www.justice.gov.mt> and recruitment.justice@gov.mt.

Johan Galea
Permanent Secretary
Ministry for Justice, Equality and Governance



Rights, Equality and Citizenship Programmes Fund 2014 - 2020

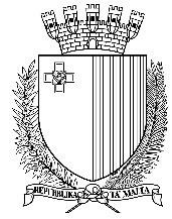
Project part-financed by the European Union

Co-financing rate: 80% EU Funds: 20% National Funds



Annex A

Ministry	<i>Ministry for Justice, Equality and Governance</i>
Job Title	<i>Project Co-Ordinator</i>



MINISTRY FOR JUSTICE, EQUALITY AND GOVERNANCE
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA

Duties and responsibilities

- i. Manages the effective implementation of the projects and programmes assigned in accordance with the applicable EU and National Rules;
- ii. Develops work plans, sets tasks and deadlines, and monitors and summarises progress of the assigned project;
- iii. Undertakes all necessary training and participates in meetings as requested/required by MJEG for the successful implementation of the assigned project;
- iv. Works closely with the Project Supervisor and gives assistance on the project management as well as during any audit;
- v. Observes all provisions of the Guide for Applicants and any other publication issued by the European Commission;
- vi. Makes optimal usage of all available tools for the successful implementation of the assigned project;
- vii. Prepares progress and any other project related reports as required and uploads information on the project website;
- viii. Liaises with the Procurement Section within MJEG and with the Department of Contracts for the implementation of procurement procedures in relation to assigned projects, including the compilation of Tender and Quotation Documents, the coordination of Selection Processes, and any other related duties;
- ix. Coordinates the administrative work in relation to the project, liaises with all the stakeholders involved, and organises meetings with all parties concerned as necessary;
- x. Coordinates promotional activities and produces information materials for the assigned project, always in accordance with established regulations and procedures;
- xi. Monitors the costs, time schedule and quality of work performed, and any suggestions proposed and their possible implementation;
- xii. Verifies all the works carried out against submitted invoices, authorises the processing of payments and coordinates with the Finance Administrator;
- xiii. Reports back on a regular basis to, and/or as directed by Director HRD with regards to the overall progress of the assigned project;
- xiv. Carries out the ancillary duties as assigned by the Director HRD, Head Integration and Anti-Racism Unit, and the Permanent Secretary;
- xv. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.