

Department of Contracts
Notre Dame Ravelin
FLORIANA

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

13 November 2015

**POSITION OF ACCOUNTING SUPPORT OFFICER IN THE DEPARTMENT
OF CONTRACTS IN THE MINISTRY FOR FINANCE
(Capacity building approval dated 24 September 2015)**

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 (Contracts), Ministry for Finance invites applications from Public Officers in the Malta Public Service and employees in the wider Public Sector for the position of Accounting Support Officer in the Department of Contracts in the Ministry for Finance. 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 A selected candidate will enter into a thirty-six (36) month assignment as an Accounting Support Officer in the Department of Contracts, which may be renewed for further periods.
- 2.2 The position of Accounting Support Officer is subject to a probationary period of twelve (12) months.
- 2.3 If a selected applicant is an employee from an organization in the wider Public Sector, he/she must make his/her own arrangements for his/her release to the Department of Contracts.

Salary pegged to the position

3. The salary attached to the position of Accounting Support Officer is equivalent to the maximum point of Salary Scale 11 (currently €18,810).

Duties

4. The duties of Accounting Support Officer include:
- I. Assisting management in the implementation of financial management reforms, particularly those relating to accrual accounting;
 - II. Processing invoices and other payments, raising requisitions, local purchase orders and payment vouchers;
 - III. Request virement of funds across budgetary items and once approved enter into DAS;
 - IV. Compiling periodic reports including quarterly accrual accounting reports, monthly revised estimates, Treasury cash flow projections and other financial reports as required;
 - V. Supervising the Stock Control System, including the supply and issue of office stores;
 - VI. Supervising and assisting as necessary in the issue and closing of overseas travel advances and other training initiatives abroad and the subsequent reimbursement procedures, where applicable;
 - VII. Assist management in the daily running of the Finance Section;
 - VIII. Providing supervision to staff members performing duties under his / her responsibility;
 - IX. Any other duties as assigned by the Director General and Director (Administration);
 - X. Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Eligibility requirements

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

- (a) Public Officers or employees in the wider Public Sector who are in possession of a recognized qualification at MQF Level 5 with a minimum of 120 ECTS/ECVETS or equivalent in relevant areas to be specified

OR

- (b) Public Officers in a Scale not below Scale 16/15 with three (3) years relevant experience or employees in the wider Public Sector in a comparable level of responsibility with three (3) years relevant work experience.

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).

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.

Submission of applications

8. Applications, together with an updated Service and Leave Record Form (GP47), and a detailed curriculum vitae, will be received by the Director General at the Department of Contracts, Notre Dame Ravelin, Floriana FRN 1600 by not later than **noon** (*Central European Time*) of **Friday, 4 December 2015**. 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 Corporate Services Directorate, Ministry for Finance, Maison Demandols, South Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the e-mail address is info.contracts@gov.mt.

Anthony Cachia,
Director General (Contracts)

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