

Department of Contracts
Notre Dame Ravelin
FLORIANA

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

17 November 2015

**POST OF SENIOR OPERATIVE (RECORDS) (GROUP IV) IN THE
DEPARTMENT OF CONTRACTS IN THE MINISTRY FOR FINANCE
(Capacity building approval dated 28 May 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 for the post of Senior Operative (Records) (Group IV) 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.

Terms and Conditions

- 2.1 The salary for the post of Senior Operative (Records) (Group IV) is Salary Scale 17, that is, €11,368.01 per annum, rising by annual increments of €209.57 up to a maximum of €12,835.00.
- 2.2 A Senior Operative (Records) (Group IV) will progress to Scale 16 (€12,102.00 x €226.00 - €13,684.00) on completion of five (5) years service in the grade, subject to satisfactory performance.

Duties

3. The duties of Senior Operative (Records) (Group IV) include:

(i) Storing/handling data records and documentation

- a) Keeping up to date the storage of records and documents as required including the transfer into new boxes for proper storage and archiving. This work involves carrying and moving boxes;

- b) Preparing information packages for transmittal to stakeholders as instructed by the Director General;
- c) Keeping organized Office paper records under supervision;
- d) Setting up and assembling of shelving required for storage.

(ii) Printing / scanning / binding

- a) Photocopying, scanning and binding of documents as required;
- b) Keeping the photocopier in good working order;
- c) Liaising with members of staff to expedite work.

(iii) Upkeep of the Department's Stores

- a) Ensuring that the stores used by the Department are properly kept for the safe keeping of records;
- b) Ensuring that the security devices installed at the stores, such as, CCTV cameras and alarms are properly functioning;
- c) Repairing any old documents / files / boxes that have deteriorated.

(iv) Other duties for the Office as required

- a) Delivering letters and running any errands for the Office as required by the Director General;
- b) Acting as driver for attendance of certain meetings by members of the Department as well as for delivering letters / documents;
- c) Providing hospitality services to visitors of the Office;
- d) The care and maintenance of accessories and equipment related to offices;
- e) Assisting senior staff on duty according to instructions;
- f) Fitting of computer and other office equipment cables;
- g) Moving and assisting in moving furniture and equipment;
- h) Assisting with special projects as directed.

(v) Any other duties according to the exigencies of the Department, as directed by the Director General;

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

Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be Public Officers who hold a substantive grade in Groups I, II, III or IV of the Industrial Grades in the Malta Public Service.

4.2 **All applicants are to be in possession of a valid driving licence and a copy is to be attached to the application. The original is to be produced during the interview.**

4.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience.

Submission of supporting documentation

5.1 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.

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

Selection procedure

6. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.

Submission of applications

7. Applications, together with an updated Service and Leave Record Form (GP47), and a detailed curriculum vitae will be received by the Director General (Contracts) 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

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

- the probationary period and other 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/GeneralProvisionsServiceWidePost.pdf>

or may be obtained from the Office of the Director (Corporate Services), 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 of the receiving Department/Division/Directorate is info.contracts@gov.mt.

Anthony Cachia
Director General
Department of Contracts

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