

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

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

20 November 2015

**POSITION OF OFFICE MANAGEMENT ASSISTANT 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 Office Management Assistant 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 Office Management Assistant in the Department of Contracts, which may be renewed for further periods.
- 2.2 The position of Office Management Assistant 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 Office Management Assistant is equivalent to the maximum point of Salary Scale 11, which in the year 2015 is €18,810.00.

## **Duties**

4. The duties of the Office Management Assistant include:
  - I. Providing general administrative support and supporting the middle and senior management of the Department in their tasks as requested;
  - II. Filtering telephone calls and queries for the Director General and Directors;
  - III. Receiving emails requesting information and forwarding to relevant Senior Managers and Directors;
  - IV. Contributing to the maintenance and updating records and various databases for prompt retrieval of information;
  - V. Office related duties such as, but not limited to, typing of documents, filing and minuting to ensure that information is recorded accurately;
  - VI. Liaising with various stakeholders as part of the work of the Department;
  - VII. Constantly updating himself / herself with policies, manuals, codes, regulations and related templates within the Public Administration;
  - VIII. Contributing to, administering and monitoring the successful and correct implementation of delegated processes;
  - IX. Dealing with Customer Care directly related to Senior Management;
  - X. Arranging travel and accommodation for Senior Management in connection with visits abroad;
  - XI. Attending departmental meetings including drafting the agenda, distributing information, taking minutes and following up on action items;
  - XII. Assisting with the planning and implementation of the Director General's events, meetings and seminars and ensuring the conference and meeting rooms are properly equipped and kept presentable;
  - XIII. Being responsible for the office supplies and maintaining the office inventory;
  - XIV. Managing the office services including the distribution of correspondence, records, file management and computer based information;
  - XV. Ensuring that data is stored and archived safely and securely;
  - XVI. Performing professional administrative duties to support the office operations including word processing, presentations, filing, scheduling meetings and maintaining calendars;
  - XVII. Making use of the Information Technology systems which may be in operation within the Department and the Ministry for Finance;
  - XVIII. Any other duties as assigned by the Director General and the Directors;
  - XIX. 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, 11 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](mailto:info.contracts@gov.mt).

Anthony Cachia,  
Director General  
Department of Contracts

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