

Public Call to serve as Executive Secretaries with Local / Regional Councils

Nomenclatures denoting the male gender also include the female gender.

- 1.1 Applications from Public Officers, Public Sector employees, RSSL employees, Local Council employees and the general public, to serve as Executive Secretary are invited for the post advertised by a Local / Regional Council.

Duration of assignment and Conditions

- 2.1 The selected candidate will serve on a forty eight (48) months contract as an Executive Secretary with the Local Council, which contract may be renewed for other forth eight (48) months period every time it expires.
- 2.2 The position of Executive Secretary is subject to a probationary period of twelve (12) months.
- 2.3 The position of Executive Secretary in a Local Council is regulated by Regulation 7(4)(e) of Subsidiary Legislation 452.81 entitled 'Contracts of Service for a Fixed Term Regulations'. This being a position of a level of trust, which constitutes an objective reason in terms of the same Subsidiary Legislation, thus not enabling the selected candidate to obtain an indefinite status as Officer in Scale.

Salary pegged to the position

- 3.1 The following remuneration based on the salary scales of the Public Service, and according to Regulation 4(2) of the Local Councils (Human Resources) Regulations (Subsidiary Legislation 363.20), shall be payable to the Executive Secretary:

Where the Council size is:

9 to 13 members, not more than the maximum of Scale 5

7 members, not more than the maximum of Scale 6

5 members and Regional Committee Executive Secretaries, not more than the maximum of Scale 7.

Persons employed as Executive Secretaries for the first time shall be placed on the second notch below the maximum of the respective scale. The Executive Secretary whose contract is renewed by the same Council shall not be subject to any other probation;

Executive Secretaries are also entitled to a Performance Bonus of up to a maximum of 10% [minimum 5% as per Local Councils (Human Resources) Regulations], subject to satisfactory performance.

- 3.2 In the case of Public Officers/Public Sector employees, they are entitled to:
- (i) the difference between the salary of their substantive grade and the salary of an Executive Secretary which will vary according to the size of the Local Council, will be paid as a non-pensionable allowance;
 - (ii) retain all inherent rights enjoyed in the Public Service/Public Sector during the contract period with the Local Councils;
 - (iii) retain their substantive grade/indefinite status with the Malta Public Service or Public Sector entity, to which they will revert upon termination of this contract;
 - (iv) have their period of deployment deemed as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes.

Duties

4. The Executive Secretary is the executive, administrative and financial head of the Local Council.

The duties of Executive Secretary include:

- (a) issue all notices, prepare the agenda in consultation with the Mayor and attend all meetings;
- (b) draw up and sign the Minutes of Council or Committee meetings;
- (c) submit a detailed annual administrative report to the Mayor who shall submit it to the Council for its approval;
- (d) prepare for submission to the Council estimates of the income and expenditure of the Council for the next financial year;
- (e) carry out any other administrative duties as deemed necessary, subject that such instructions fall within the parameters as prescribed by Law and Regulations, in accordance with policies decided and delegated by the Council;
- (f) issue all orders bearing an expense as approved by the Council;
- (g) upload Agenda, Minutes and Schedule of Payments on the Local Council's website as directed by the Director, Local Government, Monitoring and Support;
- (h) strictly adhere to all Memos, Circulars and Directives issued by the Local Government Division and direct the Local Council accordingly;
- (i) report to the Director and submit all reports and any other documentation as required by the Director, and adhere to any other directive issued by the Director.
- (j) any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

For further details, vide the Local Councils Act (Cap 363).

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 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".

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.

- (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 Atomic Energy Community Regulations'.

5.2 Eligibility is open to:

1. Executive Secretaries and Acting Executive Secretaries serving within Local Councils and Regional Councils,
2. Public officers, Public Sector Employees, RSSL employees, Local / Regional Council employees and members of the general public who are:
 - (i) Proficient in the Maltese and English language;
 - (ii) in possession of at least an MQF Level 5 qualification (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management or Public Policy, or a comparable professional qualification, plus two (2) years relevant work experience; or
 - (iii) if not possessing a relevant MQF Level 5 qualification, should have at least five (5) years proven work experience in a middle management capacity. Applicants should be confirmed in their present or previous grade;

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

5.4 Applicants must be eligible to take up their due appointment, in terms of paragraphs 5.1 to 5.3 above and paragraph 12 below, 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).

5.6 Assistant Directors holding the substantive grade of Officer in Grade 5, will in this particular case retain the concurrent grade of Officer in Grade 5 but their contract as Assistant Director will be terminated if selected as Executive Secretary.

Conditions of Appointment

- 6.1 Position holders will have their contract terminated, but those who have been given an indefinite status will retain such status.
- 6.2 Successful Public Sector employees must make their own arrangements to take up a position of Executive Secretary with a Local Council.
- 6.3 The selected candidate will be appointed as Executive Secretary by the Local Council.

- 6.4 On appointment as Executive Secretary, Public Sector employees and successful applicants from outside Government Service will be appointed Public Officers for the purpose of the Local Councils Act (Cap 363), during their four year (4) term of office.
- 6.5 If an Executive Secretary opts to terminate his contract for any reason whatsoever, he/she must inform his/her the Local Council, and the Director, Local Government Division, at least one month prior to the last day of work. Failure to do so will result in a penalty payment of one month's pay.
- 6.6 The validity period of the Call shall be two (2) years as from the date of publication of the result.
- 6.7 Once the contract ceases for any reason, in the case of a substantive Public Officer, he/she will revert back to their substantive post and the payment of the allowance, bonuses and other benefits pertaining to the post of Executive Secretary will be discontinued.

Submission of supporting documentation

- 7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials.
- 7.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection procedure

- 8.1 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%.
- 8.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 and 5.3, have proven relevant work experience.

Submission of applications

9. Applications are to be submitted for the attention of the Mayor of the Local Council / President of the Regional Council advertising the call at the advertised address.

Applications are to include a detailed *curriculum vitae* (which should include a list of qualifications held by the applicant) and an updated Service and Leave Record Form (GP47), in pdf format (in case of Public Service Employees) or a Certificate of Conduct in pdf format 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 (in case of non-Public Service employees).

The closing date of the receipt of applications is shown in the advertised call for applications. An acknowledgement of the application will be sent.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to submit their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken.

In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the Director Corporate Services of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.

The website address and email address of the Local Council are in the advertised call.