MANUAL REGARDING POSITIONS OF ASSISTANT DIRECTOR, SENIOR MANAGER, MANAGER AND ASSISTANT MANAGER IN THE PUBLIC SERVICE
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Introduction

This Manual is being compiled with the aim of enhancing the position of Assistant Director vis-a-vis the position of Senior Manager in Scale 5, and streamlining the positions of Senior Manager, Manager in Scale 7 and Assistant Manager in Scale 9 and to provide guidance for the filling of vacancies in such positions.
Henceforth, the positions of Assistant Director are to be pegged to Scale 5 maximum whilst those of Senior Manager are to be pegged to Scale 5 incremental. The position of Manager is to be pegged to Scale 7 incremental and that of Assistant Manager to Scale 9 incremental. No further calls in new positions of Senior Manager, Manager and Assistant Manager are to be issued with different salary scales. Present incumbents in the Managerial positions will continue to enjoy the conditions of their current contract until the expiry of the contract. Officers who have attained indefinite status on the basis of a Senior Manager/Manager/Assistant Manager position will also continue to enjoy the conditions including any perks of their original contract provided they continue to perform their Senior Manager/Manager/Assistant Manager duties.

Present incumbents in the position of Assistant Director with conditions less favourable than those stipulated in this Manual will start benefiting from the following conditions with effect from the onset of the current pay period ie 22nd April, 2016.

It is being emphasized that public recruitment is to be resorted to only in exceptional circumstances. Moreover, the approval for the creation of new positions remains the prerogative of the Office of the Prime Minister and should also be resorted to in exceptional circumstances.

The conditions will be as follows, and the eligibility requisites will be as listed in the attached Appendix.
Assistant Director and Senior Manager positions in Scale 5
Positions that do not warrant a specialised/technical/sector specific academic qualification or particular expertise will be filled by the position of Assistant Director\(^1\) who may have to substitute the Director if and when the need arises. Other positions requiring specialised/technical/sector specific academic qualifications or particular expertise may be filled by the position of Senior Manager\(^2\).

It is to be ensured that when submitting a request for the creation of a Senior Manager position, such Senior Manager would have a manager/s under his/her responsibility.

### 2.1 Remuneration

Assistant Directors will be remunerated at the maximum point of Salary Scale 5 plus up to 15% performance bonus. In addition, they will also be entitled to a communication allowance of €1,600 and an expense allowance of €1,500.

Senior Managers will be remunerated at Salary Scale 5 incremental and may be entitled to up to 10% performance bonus where warranted. These pay packages are being proposed so that the salary package of Assistant Director becomes more attractive and the conditions of new Senior Manager positions are streamlined.

The remuneration package in the call for applications is to reflect the provisions indicated in this Manual, unless there are overriding circumstances, due to which the call for applications should be issued with the conditions prevailing prior to the Manual, in which case, the Permanent Secretary is to make representations to this office providing cogent justifications.

### 2.2 Probationary period


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\(^1\) Such as AD (HR), AD (Finance & Administration), AD (International Relations & Labour Research), AD (Operations), AD (Enforcement), AD (Industrial Relations), AD (Logistics & Support), AD (Policy Development & Programme Implementation).

\(^2\) Such as Senior Manager (IVF Quality Assurance) and Senior Manager (Pharmaceutical Surveillance).
2.3 Tenure as Officer in Grade 5

Assistant Directors and Senior Managers both existing and new, have to re-apply, following a fresh call for applications, for re-appointment following the expiry of their three year term.

Public officers appointed in Assistant Director/Senior Manager positions in Scale 5 without objective reason shall be tenured as Officer in Grade 5, upon their re-appointment for the second term in such position even if in a different remit, unless they opt to retain their current substantive grade if they are in a non-General Service career stream.

The following provisions are also applicable:

a) Public officers who, on the 1st January 2016, were serving in Assistant Director and Senior Manager positions in Scale 5 (without objective reason), and who have served or will serve, successfully a full term, including such service given prior to 1st January 2016 as part of the first term, and who are or have been re-appointed for a second term since then, will be tenured as Officer in Grade 5 with effect from the date of the commencement of the second term; and

b) Officers who were serving during the period starting 1st January 2016, and who will have an aggregate of three years within a 4 year period as Assistant Director/Senior Manager (without objective reason) will also be considered favourably. Furthermore, any break of up to 3 years, equivalent to a term, from the end of one term to a subsequent new term in an Assistant Director/Senior Manager position (without objective reason), albeit in a different remit, will also entitle officers to be tenured as Officer in Grade 5, provided they held an appointment to an Assistant Director/Senior Manager position (without objective reason) as on 1st January 2016.

2.4 Notice of Termination

Notice/penalty provisions in force, in terms of PAHRO Circulars 7 and 8 of 2014 and 16 of 2015, do not apply to incumbents in Assistant Director positions, that have the same contractual notice provisions of top management positions. It is considered that for the purpose of this exercise, the existing provisions relating to notice period/penalties governing Assistant Directors and Senior Managers respectively, should not be disturbed.

2.5 Applying for other/same positions of Assistant Director and Senior Manager

Incumbents in the positions of Assistant Director or Senior Manager may apply for their own position any time the relevant call for applications is published;

After having successfully completed the probationary period and having been confirmed in the position, Assistant Directors and Senior Managers may apply for other positions for promotion purposes; and

Six months prior to the expiry date of the contract, Assistant Directors and Senior Managers may also apply for lateral positions on condition that the incumbent does not take up the new position before the expiry of the current contract.
Assistant Directors may also apply for another Assistant Director position:

- if the vacancy existed in the Ministry where s/he was serving prior to his/her appointment as Assistant Director, but was not advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where s/he was serving in his/her previous grade/position;

- Where the officer concerned is an Assistant Director ordinarily resident in Gozo but serving in Malta s/he may apply to fill a vacant Assistant Director position in Gozo any time.

In addition, a lateral move, or even a change of designation, may occur at the request of the Administration in the interest of the Public Service.

### 2.6 Seniority

Since the position of Assistant Director is a key management position within the Public Service structure, it is being clarified that the position of Assistant Director is considered to be senior to that of Senior Manager.

### 2.7 Issuing of calls for applications for existing Senior Manager positions

Calls for applications for the position of Senior Manager are to be issued with the remuneration package as indicated in this Manual and with the eligibility benchmarks as indicated in the Appendix attached to this Manual. Disturbance Allowance is not to be included. However, incumbents who are re-appointed and who previously benefitted from some form of allowance/s in terms of a previous call for applications may retain such allowance/s upon re-appointment, if warranted and if approved by the Permanent Secretary.
2.8 Family Friendly Measures

With regard to family friendly measures, the position of Senior Manager is to be equated with the position of Assistant Director. Therefore:

- Parental Leave entitlement will be of 4 months;
- Senior Managers availing themselves of leave on grounds of public policy, have to renounce the position of Senior Manager;
- Other unpaid leave conditions will be as those applicable to Assistant Director positions.
Calls for applications for positions of Manager in Scale 6 may be re-issued as was previously issued, subject to the provisions of OPM Circular 4/2017 dated 11th April 2017 regarding “Transformation of Positions without an Objective Reason into Positions of an Indefinite Nature”, if justified and approved by the People & Standards Division, with the eligibility benchmarks as indicated in the Appendix attached to this Manual, and without the inclusion of any allowances. However, incumbents who are re-appointed and who previously benefitted from some form of allowance/s in terms of a previous call for applications may retain such allowance/s upon re-appointment, if warranted and if approved by the Permanent Secretary.
Manager in Scale 7 and Assistant Manager in Scale 9
4.1 Re-applying for same position

Incumbents in such positions with an objective reason may invariably re-apply for their present position.

4.2 Remuneration

Entry into the position of Manager will invariably be pegged to Scale 7 incremental and that of Assistant Manager pegged to Scale 9 incremental.

4.3 Probationary period


4.4 Indefinite Positions of Manager/Assistant Manager (i.e. without Objective Reason)

Definite Positions of Manager/Assistant Manager (i.e. with Objective Reason)

If no objective reason exists, appointments in the position of Manager and Assistant Manager are to be filled on an indefinite basis in terms of the provisions of the said OPM Circular 4/2017.

If an objective reason exists, appointments in the position of Manager and Assistant Manager may either be renewed for a definite basis or a fresh call for applications may be re-issued, subject that the position is still required and subject to Permanent Secretary’s approval. Calls for applications for positions of Manager and Assistant Manager with an objective reason are to state whether incumbents may have their contract renewed or whether they need to re-apply for the position following the issue of a fresh call for applications, subject to the position still being required. Incumbents are to be informed on whether their contract will be renewed or not upon expiry two months prior to the expiry of contract.

4.5 Applying for other positions

After having successfully completed the probationary period and upon confirmation of appointment of Manager and Assistant Manager, incumbents may apply for other positions/posts for promotion purposes.
4.6 Issuing of calls for applications for existing Manager and Assistant Manager positions

Calls for applications for positions of Manager in Scale 7 and Assistant Manager in Scale 9 that were issued with different provisions from this Manual may be re-issued as was previously issued if justified, subject to the provisions of the said OPM Circular 4/2007, with the eligibility benchmarks as indicated in the Appendix attached to this Manual and without any allowances. However, incumbents who are re-appointed and who previously benefitted from some form of allowance/s in terms of a previous call for applications may retain such allowance/s upon re-appointment, if warranted and if approved by the Permanent Secretary.
Appendix
Eligibility requisites

Assistant Director

a. Public officers who are confirmed in their current or in a previous related appointment, who are in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, for example for an Assistant Director (Human Resources) an MBA or MSc in HR is required, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

b. Public officers who are confirmed in their current or in a previous related appointment, who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

c. Public Officers in scale 7 or higher, whose appointment has been confirmed, with eight (8) years relevant work experience of which one (1) must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

d. Public Officers in scale 7 or higher with four years consecutive service at scale 7 level or higher;

Or

e. Public Officers whose appointment as Senior Principal has been confirmed;

Or

f. Public Officers whose appointment in a substantive grade in scale 7 or higher has been confirmed, with two years service in such grade.
Senior Manager in Scale 5

a. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

b. An incumbent in the particular position on a personal basis who has been confirmed in the position.

Manager in Scale 6

a. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, plus two (2) year relevant work experience;

Or

b. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus four (4) years relevant work experience;

Or

c. Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification;

Or

d. Public Sector employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6. (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification;

Or

e. An incumbent in the particular position on a personal basis, who has been confirmed in the position.

*The requirement in brackets is to be inserted only in cases where the call for applications is an internal call.
Manager in Scale 7

a. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, plus one (1) year relevant work experience;

Or

b. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus three (3) years relevant work experience;

Or

c. Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification;

Or

d. Public Sector employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below scale 10 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas / sector specific areas to be specified or a comparable professional qualification;

Or

e. An incumbent in the particular position on a personal basis, who has been confirmed in the position.

* The requirement in brackets is to be inserted only in cases where the call for applications is an internal call.
Assistant Manager in Scale 9

a. (Public officers or Public Sector employees currently performing duties in the Malta Public Service or RSSL employees, who are confirmed in their current or in a previous related appointment, and who are)* in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus one (1) year relevant work experience;

Or

b. Public Officers in a Scale not below Scale 12, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification;

Or

c. Public Sector employees currently performing duties in the Malta Public Service and RSSL employees, both at a level of responsibility comparable to not below scale 12 in the Public Service and whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification;

Or

d. An incumbent in the particular position on a personal basis, who has been confirmed in the position

*The requirement in brackets is to be inserted only in cases where the call for applications is an internal call.