

# MANUAL REGARDING POSITIONS OF ASSISTANT DIRECTOR IN THE MALTA PUBLIC SERVICE

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OFFICE OF THE PRINCIPAL PERMANENT SECRETARY  
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MANUAL  
REGARDING POSITIONS OF  
ASSISTANT DIRECTOR  
IN THE MALTA PUBLIC SERVICE

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# Introduction

The position of Assistant Director is a Category A position. The remuneration and conditions applicable to the position will be as explained in this Manual, and the eligibility requisites will be as listed in the attached Appendix.

It is emphasized that the approval for the creation of new positions is the prerogative of the Office of the Prime Minister and should only be resorted to in exceptional circumstances.

## 1.0 Assistant Director Positions

Positions that do not warrant a specialised/technical/sector specific academic qualification or particular expertise will be filled by the position of Assistant Director who may have to substitute the Director if and when the need arises.

### 1.1 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.

### 1.2 Probationary period

The probationary period for the position of Assistant Director will be of one year, subject to the provisions of paragraph 1.8.2 of the Manual on Resourcing Policies and Procedures (available at [http://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual\\_on\\_Resourcing\\_Policies\\_and\\_Procedures.pdf](http://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual_on_Resourcing_Policies_and_Procedures.pdf)).

### 1.3 Tenure as Officer in Grade 5

Assistant Directors 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 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 positions 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 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, 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 as on 1st January 2016.

## 1.4 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.

## 1.5 Applying for other/same positions of Assistant Director

Incumbents in the positions of Assistant Director who have served at least one year of the term of their current performance agreement may apply for any one of the positions advertised, subject to having satisfied the pertinent eligibility requirements.

Eligible candidates may apply for one position only. A separate order of merit will be issued for each position advertised.

However, candidates may opt to indicate two other positions (**in the remarks section of the application in the recruitment portal**), which may serve the Selection Committee as fall-back should the outcome in such areas not have resulted in a successful candidate. After the lapse of the appeals period, the Selection Committee may, in such cases, call the applicants on the basis of their fall-back position for another interview, following which a result will be issued.

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.

Any lateral move/change of designation requires invariably the prior approval of the Office of the Prime Minister.

## 1.6 Family Friendly Measures

Assistant Directors are entitled to avail themselves of a period of up to four (4) months unpaid parental leave on the grounds of birth, adoption, fostering or legal custody of a child to enable them to take care of that child until the child has attained the age of eight years, and the Assistant Directorship need not be terminated. Unpaid parental leave may be availed of in respect of each child. Any period taken as unpaid parental leave will be reckonable as forming part of the creditable years in the position of Assistant Director required for tenure as Officer in Grade 5.

Officers who utilize any other form of unpaid leave will have their agreement as Assistant Directors terminated.

## 1.7 Applications for Assistant Director Positions and the Selection and Interview Procedure

Positions of Assistant Director across the Public Service are filled through a central call for applications issued by the Office of the Prime Minister twice annually.

Eligible applicants will be required to sit for a psychometric test which will be held at the Institute for the Public Services, and will be subsequently called for an extended interview that will be followed by individual interviews

## 1.8 Comparability Board

Prospective detailed public officers interested in applying for an Assistant Director position in terms of eligibility criterion (g) are to ask the Comparability Board to carry out the evaluation of the position they hold within the public sector. Their request shall be submitted to: [resourcing.mpo@gov.mt](mailto:resourcing.mpo@gov.mt). They should ensure that their request is submitted in good time before the closing date of the relative call for applications.

The comparability of Public Sector positions held by detailed public officers vis-à-vis the Public Service for reasons of eligibility for positions of Assistant Director is determined by the Comparability Board set up by the People & Standards Division, which is composed of two People & Standards Division representatives as Chairperson and Member and a representative of the People Resourcing & Compliance Directorate as the other Member.

The following procedure is applicable to the Comparability Board:

- i) The Comparability Board shall evaluate the level of the position held by the applicant in the public sector through a comparative analysis of (a) the salary package; (b) the job description; (c) the academic qualifications, skills and experience required; and (d) the particular organisation structure of the entity.
- ii) Following such an analysis, the Comparability Board shall decide whether, or not, the level of the position held by the applicant in the public sector is comparable to salary scale 7 in the Public Service.
- iii) In those cases where the Comparability Board is unanimous in its conclusions, a report shall be drawn up explaining on what basis the Board arrived at its final decision. The report, signed by the Chairperson and Members, shall be submitted to the Director (People Resourcing & Compliance) within the People & Standards Division for information purposes. Concurrently, the Chairperson of the Comparability Board shall provide the applicant with a standard written evaluation consisting of the Board's conclusions on the comparability, or otherwise, of the respective Public Sector position/s vis-à-vis the Public Service.

iv) In those cases where the Comparability Board is not unanimous in its conclusions and a member opts not to sign the majority report, he/she shall draw up a minority report giving his/her reasons why he/she refrained from signing the majority report. The majority and minority reports shall be submitted to the Director (People Resourcing & Compliance) within the People & Standards Division, who shall convene a Reviewing Panel, composed of three (3) officials from the People & Standards Division, to assess the two reports. The final conclusions of the Reviewing Panel shall be communicated to the Chairperson of the Comparability Board, who shall then provide the applicant with standard written evaluation consisting of the Reviewing Panel's conclusions.

v) Applicants may petition the Public Service Commission within five (5) working days from the date when the Chairperson, Comparability Board communicates the conclusions reached.

It shall be the responsibility of the detailed public officers, who apply through calls for applications for positions of Assistant Director in the Public Service, to submit with their application the formal written evaluation by the Comparability Board in terms of the above provisions.

## 1.9 Drawing up of Performance Agreement and Letter of Appointment

The Office of the Prime Minister shall inform the officer of his/her appointment, copying the People & Standards Division, and the respective Ministry which, on its part, will make the necessary arrangements for the drawing up of the applicable Performance Agreement. Upon receipt of the Performance Agreement, the Letter of Acceptance and the Declaration Prior to Appointment in the Malta Public Service, the Office of the Prime Minister shall make the necessary arrangement for the issue of the Letter of Appointment.

## 1.10 Succession Planning

In order to ensure adequate succession planning, the central call issued at the beginning of each calendar year will address vacancies of Assistant Director positions occurring as a result of retiring incumbents post mid-year. The central call issued mid-year will address vacancies occurring post beginning of the following calendar year. Consequently, the selected applicants will:

- be initially appointed in a designate capacity;
- retain their current substantive remuneration package; and
- be actually appointed as Assistant Director and will start receiving the perquisites attached to their Assistant Directorship on the retirement of the incumbent concerned.

# Appendix

## Eligibility requisites

- (a) Public Officers whose appointment as Senior Principal has been confirmed;
- OR
- (b) Public Officers in scale 7 or higher with four years consecutive service at scale 7 level or higher;
- OR
- (c) Public Officers whose appointment in a substantive grade in scale 7 or higher has been confirmed, with two (2) years service in such grade;
- OR
- (d) 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
- (e) Public officers who are confirmed in their current or in a previous 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 area/s 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
- (f) Public officers who are confirmed in their current or in a previous 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 area/s 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
- (g) Public officers who on the closing date of the call for applications are detailed with a Public Sector entity and hold a position at a level comparable to salary scale 7 or higher in the Public Service, and who have held one or more such positions for four consecutive years both within the Public Service and /or within Public Sector entities.



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