

Circular No. HR/MEYR 12/2024

Ministry for Education, Sport, Youth, Research and  
Innovation  
Education Building  
Great Siege Road  
Floriana VLT 2000

Date: 16th February 2024

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

### **Post of Principal Legal Officer in the Ministry for Education, Sport, Youth, Research and Innovation**

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Principal Legal Officer within the Ministry for Education, Sport, Youth, Research and Innovation.

#### **Terms and Conditions**

2.1. This appointment is subject to a probationary period of twelve (12) months.

2.2. The salary for the post of Principal Legal Officer is Salary Scale 5, which in the year 2024 is €32,533.98 per annum, rising by annual increments of €640.67 up to a maximum of €36,378.00.

2.3. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

2.4. The appointee must ensure that he operates within the framework of the Code of Ethics and of Section 6.2.3 of the Public Service Management Code, and will not carry any form of work outside of Government employment which may be against the interest of Government and/or which may lead to a conflict of interest or interfere with the performance of his official duties with the Government. Private work invariably necessitates the permission of the Permanent Secretary.

#### **Duties**

3. The job duties for the post of Principal Legal Officer may be viewed in Annex A attached to this Circular.

## **Eligibility Requirements**

4.1. (i) By the closing time and date of this call for applications, applicants must be:

Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations may also apply;

(ii) able to communicate in the Maltese and English languages;

**Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.**

### **AND**

(iii) in the grade of Senior Legal Officer with a minimum of four (4) years practice in the grade, subject to satisfactory performance.

4.2. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

## **Submission of Supporting Documents**

5.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

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

## **Selection Procedure**

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 60%.

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

## Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Monday, 04th March, 2024. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

## Other General Provisions

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

- applicable benefits, conditions and rules/regulations;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- publication of the result;
- medical examination;
- 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 address

[https://recruitmentadmin.gov.mt/attachments/2024\\_02\\_13\\_11\\_44\\_48\\_General%20Provisions\\_ENG.pdf](https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf).

These general provisions are to be regarded as an integral part of this call for applications.

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Mr Matthew Vella  
Permanent Secretary  
Ministry for Education, Sport, Youth, Research and Innovation