

## **MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY**

### **POSITION OF RESERVE POLICE CONSTABLE (CONDUCTOR) IN THE MALTA POLICE FORCE IN THE MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY**

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

1. The Commissioner of Police, Ministry for Home Affairs, Security, Reforms and Equality invites applications for the position of Reserve Police Constable (Conductor) in the Ministry for Home Affairs, Security, Reforms and Equality.

#### **Duration of assignment and Conditions**

2.1. The selected candidate will enter into a one (1) year assignment as a Reserve Police Constable (Conductor), which may be renewed for further periods following satisfactory performance.

2.2. The Commissioner of Police reserves the right to terminate without prior notice, any engagement of Reserve Police Constable (Conductor) upon any justifiable cause.

2.3. Reserve Police Constables (Conductors) will be subject to same laws, rules and regulations as apply to serving Police Officers. They will also be subject to discipline as stipulated in the Police Act, Cap. 164 of the Laws of Malta.

2.4. Since this is a position de jure a temporary one (and should remain so), the position of Reserve Police Constable (Conductor) constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.5. Reserve Police Constable (Conductor) may be required to undergo short courses in relation to their duties.

#### **Salary pegged to the position**

3. The Reserve Police Constable (Conductor) will be paid for a maximum of twenty-five (25) hours per week at €10.99 per hour, as per Salary Scale 11 Step 7.

#### **Duties**

4. The job duties for the position of Reserve Police Constable (Conductor) may be viewed in Annex A attached to this Circular.

#### **Eligibility Requirements**

5.1. By the closing time and date of this call for applications, applicants must be:

- i. citizens of Malta;
- ii. able to communicate in the Maltese and English languages;
- iii. should have served in the Malta Police Force, Armed Forces of Malta or any other disciplined Force for a minimum of ten (10) years;
- iv. be medically and mentally fit to be able to perform the relevant duties;
- v. applications by candidates having tattoos and/or heavy body piercing will be considered on a case-by-case basis.

5.2. Due consideration will be given to candidates with proficiency in music. Applicants must be of conduct

which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct 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.

All applicants will also be subject to additional screening throughout the whole selection process. Failure to meet the required standards would result in the ineligibility of the applicant.

5.3. Applicants who are serving officers must be retired from the Discipline Force before commencement of training. The applicant must produce attested documentation of retirement from the Disciplined Force.

5.4. Applicants must be eligible to take up their due appointment, in terms of 5.1- 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

### **Submission of Supporting Documents**

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

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

### **Selection Procedure**

#### **7. PART TWO - SELECTIVE INTERVIEW**

7.1. A selective interview will be held so to evaluate the capabilities of applicants. The maximum mark for this selection process is 100 and the pass mark is 50.

7.2. Applicants who fail the interview and/or test will be disqualified.

7.3. Vacant posts will be filled according to the final order of merit in the interview. The result will be valid for a period of one year from the notification of results, in order to fill eventual vacancies.

### **Submission of Applications**

8.1. Applications are to be submitted, for the attention of the Commissioner of Police, Ministry for Home Affairs, Security, Reforms and Equality, through the Online Government Recruitment Portal **only** on <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant).

8.2. The applicants will then be invited to attend at the Human Resources Section to fill in an Additional Information Sheet, as part of the application process. The Additional Information Sheet is to be filled in the presence of a Human Resources Officer and/or another officer appointed by the Commissioner of Police. Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The closing date of the receipt of applications is 13:30 hrs (Central European Time) of Friday, 12th August 2022. Furthermore, applicants are also to submit copies of qualifications and experience. Two recent passport-sized photographs are also required. Scanned copies are also acceptable but originals must still be presented for verification.

8.3. Original certificates and/or testimonials are to be again produced during the interview.

### **Other General Provisions**

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

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details;
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from Human Resources Office, Police General Headquarters, St. Calcedonius Square, Floriana, Malta. These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department/Division/Directorate are [www.homeaffairs.gov.mt](http://www.homeaffairs.gov.mt) and [hr.police@gov.mt](mailto:hr.police@gov.mt).