

Ministry for Active Ageing

Post of General Practitioner on a full-time/part-time basis in the Ministry for Active Ageing

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for Active Ageing invites applications for the post of General Practitioner on a full-time/part-time basis in the Ministry for Active Ageing.

Terms and Conditions

2.1 This appointment is subject to a probationary period of one (1) year.

2.2 The appointee may be required to perform duties on a full-time/part-time basis, according to the established rosters in the Ministry for Active Ageing. Candidates will be required to work preferably for at least up to twenty (20) hours per week. Other work schedules may be discussed with the Management.

2.3 The salary for the post of General Practitioner on a full-time/part-time basis is equivalent to the maximum step of Salary Scale 6, which in the year 2023 is equivalent to €33,024.17.

2.4 An appointee will be required to work in accordance with an established working schedule and has to choose between contract A and contract B. An appointee will agree on a job plan schedule with the Management. Remuneration and working hours will be according to the contract chosen as indicated in the current Government - MAM Agreement.

2.5 Lateral applications in the same grade from public officers are not allowed.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of General Practitioner may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1 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”; **or**

- 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”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within 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.

- ii. must be proficient in the Maltese and English languages;
- iii. listed in the Specialist Register for Family Medicine kept by the Medical Council of Malta.

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. Reversion to previous unconfirmed appointment is not possible.

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

4.4 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 the 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.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

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 Recruitment Portal (<https://recruitment.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 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Active Ageing 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). 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 **17:15 hrs (Central European Time) of Monday, 15th May, 2023**. 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 thirty (30) minutes 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 later, 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;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- 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 website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Human Resources Section, Ministry for Active Ageing, Palazzo Spinola, 46 St Christopher Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The e-mail address of the receiving Department is hr.mfaa@gov.mt.

Annex A

Ministry	<i>Ministry for Active Ageing</i>
Job Title	<i>General Practitioner</i>



MINISTRY FOR ACTIVE AGEING

PALAZZO SPINOLA, 46 ST CHRISTOPHER STREET, VALLETTA VLT 1464, MALTA

Duties and Responsibilities

- i. Provides General Practitioner care to residents in elderly homes allocated by the Active Ageing and Community Care or to residents in St Vincent de Paul Long term facility;
- ii. Follows an agreed care plan that should be implemented and provided to all residents;
- iii. Liaises accordingly with external stakeholders where necessary in order to provide the appropriate care to the resident;
- iv. Works within a multidisciplinary team that includes, but is not limited to nurses, allied health care professionals and social workers;
- v. Forms part of the service indicated and is accountable to the respective Principal General Practitioners, Consultants, to the Clinical Chairperson of the Department as applicable, and ultimately to the Chief Medical Officer in view of the sectoral agreement implications;
- vi. Participates in teaching and academic activities including research and audit, and meetings of the relevant service;
- vii. Involves himself in the management of the service and takes administrative responsibilities where necessary;
- viii. Provides resident on-call service in accordance with an established roster which may include night duty as applicable;
- ix. Keeps abreast with the current developments in the respective field, and participates in postgraduate meetings locally and abroad. Research activities will be encouraged, and is expected to generate material for publication in local and foreign medical publications;
- x. Makes use of the Information Technology systems which may be in operation within the Ministry for Active Ageing;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.