

PSC - Representations

Procedures & Clarifications

Preliminary Meeting

- ▶ It is of utmost importance that a Preliminary Meeting is held within 5 working days from the closing date of the respective call during which the SB is to:
 - ✓ allow applicants to rectify their positions vis-à-vis missing documents;
 - ✓ sign PSC Declaration Form No 6 (Conflict of Interest);
 - ✓ inform late applicants of their late applications (unless an adequate justification is provided);
 - ✓ clearly inform ineligible applicants of their ineligibility;
 - ✓ prescribe the sub-criteria for each approved criterion in line with the Manual;
 - ✓ decide on whether the oral interview is to be supplemented with additional, non-qualifying mechanisms for the assessment of candidates;
 - ✓ inform eligible applicants of their assessment date allowing a minimum period of 5 working days' notification and informing them of the assessment criteria;

Prior to informing applicants (1)

- ▶ making sure that all eligibility criteria clauses have been checked and exhausted (a, b and c) **INCLUDING** looking at “and/or” options;
- ▶ checking that qualifications have an MQF accreditation to see rating;
- ▶ regarding University degrees, it is important to obtain the transcript in order to better check relevant areas;
- ▶ regarding work experience, it is important to check CV, GP47 (Public Service) and reference letters (Private & Public Sector);
- ▶ regarding GP47, it is important to check that it is signed by an officer who is in the grade of Principal or above and dated after the publishing date of the call for applications;
- ▶ important - When different Selection Boards are appointed for the same call, communication between the different Boards is essential in order to establish consistency.

Example of Eligibility Requirements (1):

- ▶ *“(ii) proficient in the Maltese and English languages; and*
- ▶ *(iii) in possession of any recognised 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) or;*
- ▶ *(iv) in possession of a recognised qualification at MQF level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in....; and*
- ▶ *(a) a pass (at least Grade 1-5, Grade C or a comparable level) in four (4) subjects at MQF level 3 which must include Maltese, English language, Mathematics and any other subject; or*
- ▶ *(b) a full MQF Level 3 VET Qualification, or a Secondary School Certificate and Profiling Qualification at MQF level 3 which must include...”*

Example of Eligibility Requirements (2):

- ▶ *Applications will be received from public officers in the Malta Public Service who, on the closing date of applications, are:-*
- ▶ *(a) 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 ... 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) 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 ... 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*

Example of Eligibility Requirements (2): ...Cont

- ▶ *(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;...*

Prior to informing applicants (2)

- ▶ applicants are to be given two (2) working days to send additional documentation (accreditation, reference letter/s, etc...);
- ▶ consultation is to be done with other Entities for eligibility clarifications ex: NCFHE, Jobsplus, Identity Malta, CTP...;
- ▶ if in doubt of in/eligibility, send email to PSC (psc@gov.mt) explaining case, including the Selection Board's opinion, copy of the call for applications as well as attaching any other documentation (including CV, qualifications, reference letter/s);
- ▶ if in doubt as to whether application can be accepted (ex: application sent 15 min after deadline, or applicant submitted application late due to delay from administrative procedures), inform PSC via email, explaining the situation.

Comparable Qualifications/Relevant Areas (1)

- ▶ a comparable qualification is any qualification with the same MQF level requested that is relevant to the post/position in question;
- ▶ **comparability** should not be misunderstood for replacing a requested qualification;
 - ex: if a Master's Degree is required, a Postgraduate Diploma is not to be accepted, even if both have same MQF Level 7.
 - ex: if a call requires a qualification in Public Policy and an applicant has a qualification in Public Administration, this is to be deemed as comparable.
- ▶ **relevant areas** involves the same qualification, same level (ex Bachelor's), with the content of qualification relevant to the post/position in question (ex: in possession of Bachelor's in Social Policy, when call requested area in Public Policy);
- ▶ it all depends on what the eligibility requirements are requesting.

Comparable Qualifications/Relevant Areas (2)

- ▶ *“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 ... 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”;*
- ▶ in this case, a Degree is to be accepted as the qualification is specified;
 - ▶ *“in possession of a recognised qualification at MQF level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in....”;*
- ▶ in this case, any qualification at MQF level 5 can be accepted such as: Diploma, Undergraduate certificate....

Informing Applicants of Ineligibility

- ▶ mention & quote the exact clause of ineligibility (ex: 6.1 (a) (ii) of call for applications);
- ▶ quoting clause ex: 6.1 of the call for applications is not sufficient;
- ▶ clarify ineligibility in further detail - referring to clause is not sufficient;
- ▶ inform applicants of the opportunity to appeal decision by sending representations to PSC (psc@gov.mt) or postal address **within five (5) working days** from date of notification.

Requesting of Comments - Procedure

- ▶ send feedback to the PSC **within five (5) working days** from date of request for comments by PSC;
- ▶ provide explanation of ineligibility, as well as quoting clause;
- ▶ attach all documentation that was submitted by applicant with the application (CV, Qualifications, Reference Letters);
- ▶ interviews may still continue at this stage;
- ▶ Selection Board Report is not to be finalised during this stage;
- ▶ enquire that Selection Board report can be closed off, **irrespective of whether representations were made or not**, via email request to PSC (psc@gov.mt).

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Thank You

Questions?

PSC - Petitions

Selection and Appointment process

Adherence to Manual

- ▶ through the petitions received, it transpires that the *Manual on the Selection and Appointment Process under Delegated Authority in the Malta Public Service* is not always followed;
- ▶ the Selection Boards are to be conversant with the Manual.

Criteria

- ▶ when using different criteria from the standard ones stipulated in the Manual, the Authority is to seek PSC's approval for a deviation from the standard criteria;
- ▶ the Selection Boards are to obtain the Authority's approval for the sub-criteria.

Assessment of applicants

- ▶ marks for qualifications should only be allotted for the highest qualification beyond eligibility requirements;
- ▶ marks awarded should not be higher than the capping of each sub-criteria;

Assessment of applicants ...cont

- ▶ the maximum mark should be achievable (example of an unachievable maximum mark):

Level	Qualifications - 100 marks (X)	Qualifications - 100 marks (✓)
MQF Level 8	80	100
MQF Level 7	70	90
MQF Level 6	60	80
MQF Level 5	50	70
MQF Level 4	40	60
Other training programmes	10	20

Assessment of applicants ...cont

Level	Qualification - 15 marks (X)	Qualification - 15 marks (✓)
Level 4	3 marks p/q up to a maximum of 3 marks	15 marks
Level 3	2 marks p/q up to a maximum of 10 marks	10 marks
Other short courses	1 mark p/q up to a maximum of 2 marks	5 marks

Assessment of applicants ...cont

- ▶ marks should be allotted irrespective whether these were achieved before or after the qualification used for eligibility purposes;
- ▶ marks for experience are only to be allotted for years beyond the eligibility requirements;
- ▶ errors in the award of marks could lead to the issue of a Revised Result which could possibly result in a revocation of an appointment if any selected candidate has already been called for employment.

Notes of Selection Board Members

- ▶ Selection Board members are to keep their individual notes on all the applicants in terms of the Manual;
- ▶ there have been cases when during the investigation of petitions, the Commission asked for a copy of the notes kept by all the Members of the Selection Board.
- ▶ petitioners have the right to request notes taken in their regard by Selection Board.

Coordination between Board/s Members

- ▶ the Chairperson should coordinate with all Members of the Board at all stages of the selection process;
- ▶ when more than one Selection Board is approved by the PSC for the same selection process (eg large number of applicants), it is important that the Selection Boards coordinate and communicate for the sake of uniformity and consistency.

Petitions

- ▶ when giving feedback to PSC about petitions, Selection Boards are to:
 - ✓ reply within the stipulated time-frame;
 - ✓ keep in mind that information submitted may be referred to the petitioner;
 - ✓ provide feedback in the same language of the petition;
 - ✓ provide all relevant documentation to support the feedback of the Selection Board to help with the investigation.

Examples:

- ▶ an applicant claiming to possess a particular qualification-proof should be attached to the feedback provided to PSC by the Selection Board;
- ▶ experience claimed must also be supported with documentation such as CV or GP 47;
- ✓ Selection Boards are to be reminded that relevant experience by applicants in the private sector is to be considered;
- ✓ Selection Boards are to give clear and detailed information to enable the PSC to give adequate replies to the petitioners;
- ✓ avoid ambiguous and subjective statements such as “fair” etc, replies have to be well-justified.

Annulment of Selection Process

- ▶ The PSC is empowered to:
 - ✓ change the Original Result through a Revised Result leading to a change in the order of merit with all the related inevitable consequences;
 - ✓ annul the Selection Process should it deem it as necessary;
 - ✓ in terms of Directive 9, disciplinary action may be initiated against the Chairpersons and SSPs may be disqualified from acting on the Selection Panels.
- ▶ Therefore, adherence to the provisions of the Manual is essential.

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