

RECRUITMENT POLICY - ADMINISTRATIVE STAFF

CODE: P018

Section: Human Resources

Policy Owner: BOG

Procedure Owner: Human Resources Department

1.0 Introduction

1.1 Human Resources (HR) are critical for any organisation and the way it is managed determines the performance of the entity and its effectiveness. Recruitment is one of the functions of human resources department.

2.0 Scope of policy

2.1 It is not the intention of the policy to give detailed information on the whole recruitment procedure and on all types of recruitments, but solely on the processes that are impacted by the delegation of authority which allows public sector entities to recruit and promote. It is neither the intention of the policy to override employment laws and regulations in force in Malta.

3.0 Use of policy

3.1 This policy is not applicable to academic staff, as recruitment in this area is decentralised.

4.0 Type of employment

4.1 Positions which are issued publicly either through Jobsplus or by public notice, or internal positions which are not at senior management level and where no objective reason exists will be filled on an indefinite basis in conformity with directive 12. The probationary period tied to the position will determine whether an employee will be confirmed in the position, thus obtaining indefinite status.

4.2 Positions carrying an objective reason will be filled on a definite basis.

5.0 Internal Restructuring and Promotions

5.1 Internal restructuring and promotions are totally decentralised and left completely at the discretion of the top management, as long as the overall parameters included in the collective agreement and / or within the grading and salary structure approved by the Industrial Relations Unit for the position are followed and that the budget is available.

5.2 Internal promotions have to be in line with the approved HR plan for the respective year. Internal promotions which will not incur an increase in headcount do not require an approval from the Permanent Secretary. Internal promotions will be effected following an internal call for applications.

6.0 Recruitment from outside the entity

6.1 Recruitment will be effected by an external call for applications for positions which are:

- A direct replacement of an existing position with the same conditions and there is no increase in headcount and expenditure;
- To fill an existing position which is according to the collective agreement grading and salary structure, but not as a result of a replacement, even if this means an increase in headcount (subject that approvals from Permanent Secretary and other bodies are sought);
- An existing position, which is not a replacement, and which is not entirely regulated by a collective agreement and/or by the grading and salary structure approved by the Industrial Relations Unit but for which an ad hoc approval has already been obtained from Industrial Relations Unit for financial package attached to such position, even if this constitutes an increase in headcount.

7.0 The Recruitment Procedure

7.1 A request for recruitment is sent to Permanent Secretary, for which approval is required before commencing with a call for applications. Upon approval of Permanent Secretary, an internal call for applications is issued. The requirements of the job, merit, qualifications, aptitude, experience and seniority of employees is considered at all times.

7.2 External recruitment may at times be avoided by re-structuring of work or by giving underutilized existing human resources re-training / re-skilling programmes to maximise their potential.

7.3 After, the entity ascertains that the filling of a vacancy through internal recruitment, redeployment of staff from RSSL / ERL, recruitment from other sectors of the public sector / service through a sector wide call for an Expression of Interest (which issue requires the prior approval of the People and Standards Division) would prove futile, a vacancy form is duly filled in and sent to Permanent Secretary for consideration. It is at the discretion of the Permanent Secretary to grant approval or otherwise. If in the affirmative, the entity proceeds with recruitment through Jobsplus from Part 1, 2 and 3 records. If no suitable candidate is found, Jobsplus issues a permit number and the entity proceeds with a public call.

8.0 Selection Board

8.1 A selection board is appointed by the CEO of the entity and is composed of a Chairperson and two other members.

9.0 Validity Period of Selection Board Results

9.1 The validity period of a selection process shall be one year from the date when a selection board endorses the result. The result of the interview will serve to fill vacancies recurring in that particular position during the validity period.

10.0 Acceptance of position

10.1 Once the vacancy is filled and the selected candidate confirms acceptance of post, a contract of employment is duly prepared, and the candidate is engaged with Jobsplus accordingly.