

## **Ministry For Home Affairs, National Security and Law Enforcement**

### **POSITION OF RESERVE POLICE CONSTABLE IN THE MALTA POLICE FORCE**

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

1. The Commissioner of Police, Ministry for Home Affairs, National Security and Law Enforcement, invites applications for the position of Reserve Police Constable in the Malta Police Force in the Ministry for Home Affairs, National Security and Law Enforcement.

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

2.1 A selected candidate will enter into a one (1) year assignment as a Reserve Police Constable in the Malta Police Force, which may be renewed yearly following satisfactory performance.

2.2 A Reserve Police Constable shall be obliged to work a minimum of thirty (30) hours per week according to the exigencies of the Malta Police Force.

2.3 Vacation leave would be pro-rata according to the number of hours worked.

2.4 Since this is a position *de jure* a temporary one (and should remain so), the position of Reserve Police Constables falls under regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations."

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

3. The hourly rate is €10.68 per hour (Scale 11.7).

The allowance for the prospective RPC during the training period is pro rata of minimum Salary Scale 18 which in the year 2021 is €12,358 per annum.

#### **Duties**

4. The job duties for the position of a Reserve Police Constable 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. have the ability to communicate in the Maltese and English language;
- iii. are serving sworn officers, or have served in any Disciplined Force (i.e. the Malta Police Force, Civil Protection Department, Armed Forces of Malta or Correctional Services Agency) as sworn officers for a minimum of 10 years and have been honourably discharged (not medically boarded out);
- iv. have not attained their sixtieth (60) birthday on closing date;
- v. be medically fit in all aspects, physically and mentally, in accordance with the medical standards of fitness in the Force to be able to perform all Police duties;
- vi. applications by civilian candidates having tattoos and/or heavy body piercing and/or body modifications will be considered on a case by case basis, subject that such tattoos/piercing are covered by a uniform shirt/tshirt, and subject that content of same tattoos is not offensive, racial, etc.

5.2 Applicants must be of a conduct which is appropriate to the position 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 in 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 deem applicant ineligible.

5.3 Applicants who are serving officers must be retired from the Disciplined 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 to 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, discharge certificate and experience claimed must be supported by certificates and/or testimonials, 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 ONE - PRELIMINARY MEDICAL TEST**

7.1 Only candidates who pass the preliminary medical test will proceed to the selection interview.

#### **8. PART TWO - SELECTION INTERVIEW**

8.1 A selective interview designed to bring to the fore those personal qualities in a candidate, such as personality, alertness, intelligence, personal bearing, courtesy, common sense, etc., required of a Reserve Police Constable. The Maximum mark for this selection process is 100% and the pass mark is 50%.

8.2 Only candidates who pass the selective interview will proceed to the medical test.

#### **9. PART THREE - MEDICAL TEST**

9.1 A full medical test including drug test will be carried out to all successful candidates.

9.2 Candidates who fail the medical tests will not be allowed to join the course of training.

10. Applicants will attend course of training according to the final order of merit following the interview.

11. Candidates must attend a short course at the Academy for Disciplined Forces and successfully pass all exams prior to being enrolled as a Reserve Police Constable.

12. Reserve Police Constables will be contracted for a period of one year, which can be renewed for one year periods upon satisfactory performance and till they attain the age of 65 years.

13. The Public Service Commission can terminate at any time the contract of a Reserve Police Constable upon unsatisfactory performance or other issues.

### **Submission of Applications**

14.1 Applications are to be submitted, for the attention of the Commissioner of Police through the Recruitment

Portal at the following address: <https://recruitment.gov.mt> (under Uniformed and Security). 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 not later than one month from the date of application as applicable 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 application, is 17:15hrs (Central European Time) of Friday 15th October, 2021. 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.

14.2 The applicants will then be invited to attend at the Human Resources Branch to be weighed, photographed and fill in Additional Information Sheet, as part of the application process. This Additional Information Sheet is to be filled in the presence of the Officer in charge Human Resources and/or another officer appointed by the Commissioner of Police.

Furthermore, applicants are also to submit copies of qualifications and experience, supported by the original documents. Two passport-size photographs are also required. Scanned copies sent electronically are also acceptable but originals must still be presented for verification.

14.3 Original certificates and/or testimonials are to be again produced at the interview.

14.4 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

14.6 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 documents.

### **Other General Provisions**

15. 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 the Human Resources Section, Police General Headquarters. These general provisions are to be regarded as an integral part of this call for applications.

The website and e-mail address of the receiving Department are <https://pulizija.gov.mt> and [hr.police@gov.mt](mailto:hr.police@gov.mt)

Angelo Gafa'  
Commissioner of Police  
Ministry for Home Affairs, National Security and Law Enforcement