

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

### **POST OF 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 post of Police Constable in the Malta Police Force within the Ministry for Home Affairs, National Security and Law Enforcement.

#### **Terms and Conditions**

2.1 This appointment is subject to a probationary period of two (2) years.

2.2 The salary for the post of Police Constable is Salary Scale 14, which in 2021 is €16,361 per annum, rising by annual increments of €316.83 up to a maximum of €18,262.

2.3 A Police Constable will progress to Scale 13 (which in 2021 is €17,522 x €335.50 - €19,535) on completion of two (2) years service in the grade, subject to satisfactory performance.

2.4 A Police Constable will progress to Scale 12 (which in 2021 is €18,724 x €354 - €20,848) on completion of six (6) years service in Scale 13, subject to satisfactory performance.

2.5 Police Constables will advance to Senior Police Constables, Salary Scale 11 (which in 2021 is €19,974 x €375.17 - €22,225) after performing four (4) years of satisfactory service as Police Constable in Scale 12.

2.6 Due to the nature of work, the post of Police Constable also attracts allowances as specified in the Sectoral Agreement of the Police Force entitled 'Sectoral Agreement Regulating the Conditions of Service for the Police Force, 2018'.

2.7 During the time that the candidates are attending the course as Trainee Police Constables, they will receive a salary commensurate to the entry point of Salary Scale 18 (€12,358) until they are sworn in as Probationary Police Constables.

#### **Duties**

3. The job duties for the post of Police Constable may be viewed in Annex (A) attached to this Circular.

#### **Eligibility requirements**

4.1 Applicants must be:

- i. citizens of Malta;
- ii. have the ability to communicate in the Maltese and English languages;
- iii. in possession of a pass (at least at Grade 5 or C or a comparable level) at MQF Level 3 in four (4) subjects which must include Maltese and English Language;

#### **OR**

in possession of a Level 3 VET qualification or a Secondary School Certificate and Profiling qualification at MQF Level 3 in Maltese, English Language and any two other subjects as separate study units within the course pursued.

Applicants in possession of an MCAST MQF Level 3 Diploma, or an MCAST-BTEC First Diploma, or a

MCAST-BTEC Diploma or a City and Guilds Level 2 Certificate will also be considered as long as this is in a police related subject;

- iv. have attained their eighteenth (18) birthday by end of September 2021,
- v. have not attained their thirty-ninth (39) birthday by closing date;
- vi. be medically fit in all respects, physically and mentally, in accordance with the medical standards of fitness in the Force to be able to perform all Police duties;
- vii. applications by 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/t-shirt, and subject that contents of same tattoos is not offensive, racial, etc.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained the requisites specified in paragraph 4.1 (iii), will still be considered, provided that they submit evidence that they would qualify for such requisites by end of August 2021.

4.3 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.

4.4 Applicants must be of conduct (good moral character) 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.

4.5 Furthermore, partially eligible candidates shall be requested to attend the Police General Headquarters, Floriana, for them to be measured, and to complete declaration and consent forms. Throughout the process, up to appointment stage, due screening will be carried out on each candidate.. if it transpires that either the submitted declaration was false or that the required degree of conduct is not met, the candidate will be disqualified and will be precluded from proceeding further in the selection process.

4.6 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.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **Submission of supporting documentation**

5.1 Qualifications 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>).

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

### **Selection procedure**

## **6. PART ONE – PHYSICAL EFFICIENCY / MEDICAL TEST**

6.1 Applicants will be subject to a Physical Efficiency Test to be held under a Selection Board appointed by the Commissioner of Police, to ensure fitness to the Malta Police Force standards as per Appendix (B) attached to this Circular.

6.2 Candidates who fail will be able to effect a resit within one (1) week.

6.3 Only candidates who pass all components of the Physical Efficiency Test will proceed to the Preliminary Medical Test.

Candidates who pass the preliminary test will then proceed to the Selective Interview

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

7.1 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 Police Constable will be held.

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

7.3 The maximum mark for this selective interview is 100% and the pass mark is 50%.

7.4 Only candidates who pass in the selective interview will proceed to the medical test. The result of the Selective Interview will be considered as a provisional order of merit, which will remain valid for a period of two (2) years from the notification of results.

7.5 Candidates who are already bound by an agreement of apprenticeship shall be precluded from proceeding further with the course, unless they obtain from Jobsplus a certificate of their release from the engagement.

## **8 PART THREE - MEDICAL TEST**

8.1 Candidates who pass the selective interview will be called for a full Medical Test according to the provisional order of merit and subject to the availability of vacancies. Candidates who fail in any part of the full medical test will not be allowed to proceed to part four.

## **9 PART FOUR – TRAINEESHIP**

9.1 The traineeship period will consist of a comprehensive course of training, during which Trainee Police Constables will be required to follow such study courses and sit for such examinations as are laid down in the course of training. The aforementioned comprehensive course will be held at the Academy for Disciplined Forces and/or elsewhere as necessary. During the training period Trainee Police Constables will be assessed practically and theoretically from time to time. Trainee Police Constables will not be entitled to any vacation leave during their period of traineeship.

9.2 Candidates admitted to the course, who shall be known as Trainee Police Constables, will be entitled to free issue of uniforms. They might be requested to do practical work on a shift basis, under surveillance, which assignment would include night work and/or manual work as necessary. Part of the training at the Academy for Disciplined Forces may be on a residential basis.

9.3 The maximum mark of Part Four – Traineeship is 100% and the pass mark is 50% for each examinable subject. The final order of merit will be determined by the total marks obtained during the whole course of training. Those who fail will not be appointed Constables and will have their traineeship terminated. However, one other chance of a resit in failing subjects examination/s might be given.

Furthermore, the Commissioner of Police can terminate at any time the traineeship of a trainee Police Constable upon unsatisfactory progress, misbehavior, bad attitude or lack of motivation.

9.4 Vacant posts will be filled according to the final order of merit and subject to the availability of vacancies. The order of merit will be valid for a period of two (2) years from the notification of results in order to fill eventual vacancies.

9.5 Candidates will be subject to discipline, even during the traineeship period, as provided for in the Police

Act, Chapter 164.

9.6 During the ensuing period of two years' probation as Police Constables, the newly recruited constables will be required to continue with a practical training-probation course within the Police Force, in which:-

- i. they will be assigned to those Sections of the Force that the Commissioner of Police thinks fit, and
- ii. they will be assessed on four-monthly assessments, in which the progress of every candidate will be evaluated.

9.7 Probationary Police Constables who repeatedly fail to reach the required standard in these four-monthly assessments may have their appointment terminated at any time during the period of probation.

9.8 Probationary Police Constables may also be required to train and serve abroad according to the exigencies of the service.

### **Submission of applications**

10. 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 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 9th July 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.

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

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

13. 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.

14. The partially eligible applicants will then be invited to attend at the Human Resources Branch to be measured and to fill in an 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 two (2) passport-size photographs.

### **Other general provisions**

14. 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 Human Resources Management Section, Police General Headquarters, Floriana. 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: <https://pulizija.gov.mt/> and [hr.police@gov.mt](mailto:hr.police@gov.mt)

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