

HR/72/2021

HR Circular HR/POL/6/2021

Police General Headquarters,
St Calcedonius Square,
Floriana FRN1530

Date: 19 November 2021

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

POST OF POLICE INSPECTOR 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 Inspector in the Malta Police Force in 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 following successful completion of the Qualifying Examination (vide Part Two of Selection Process below).

2.2. The salary for the post of Police Inspector is Salary Scale 8 which in the year 2021 is equivalent to €24,091 per annum, rising by annual increments of €486.83 up to a maximum of €27,012.

2.3. A Police Inspector will progress to Scale 7 (€25,656 x €531.17 - €28,843) on completion of four (4) years service in the grade, subject to satisfactory performance .

2.4. A Police Inspector will be promoted to the grade of Senior Inspector in Scale 6 (€27,327 x €596.33 - €30,905) on completion of six (6) years service in the grade of Police Inspector in Scale 7, subject to satisfactory performance.

2.5. Due to the nature of work, the post of Police Inspector 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*'.

Duties

3. The job duties for the post of Police Inspector 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:

- a. Police Constables whose appointment in such grade has been confirmed; **AND**

b. In possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETS or equivalent*) in Youth and Community Studies or Social Wellbeing Studies or Social Policy or Criminology or Social Work or Psychology or Management or Accounting or Economics or Banking or Finance or Legal Studies or Science or Social Studies or IT or a comparable professional qualification. Qualification at MQF Level 6 in other subjects other than the aforementioned may be considered; **OR**

c. Officers who hold the appointment of Sergeant or higher and possess a 'pass' (at least at Grade 1-5, or Grade C, or a comparable level) in not less than 5 different subjects at MQF level 3 which must include the Maltese and English Languages or a pass in level 3 VET qualification or a Secondary School Certificate and Profiling qualification at MQF level 3 in at least five (5) subjects which must include Maltese and English Language.

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. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits or equivalent*.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications as indicated in paragraph 4.1 (b) will still be considered, provided that they submit evidence that they have obtained the qualification or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the aforementioned eligibility criteria, by the 31st December 2021.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180/60 ECTS/ECVET credits, as applicable. The advice of the MQRIC may be sought.

Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3 above, have proven relevant work experience.

4.4. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5. 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 Documents

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>) (under Uniformed and Security).

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

Selection Procedure

Part One - General Ability Test/Physical Efficiency Test/Medical Test/Interview

6.1 Applicants will be subject to undergo a General Ability Test (GAT). This process will consist of a fully automated computer-based GAT, whereby applicants will be tested in verbal, numerical and abstract ability on the basis of their response to an established set of questions. Candidates must obtain a 65% rating to pass the test. The GAT will be conducted by the Director of Examinations and the Board of Local Public Examinations. Only candidates who are successful in the GAT will proceed to the next phase of the selection process.

6.2. Following the successful completion of the General Ability Test (GAT), candidates will be required to sit for a Physical Efficiency Test (PET) to be held under a Selection Board appointed by the Commissioner of Police to ensure fitness to Malta Police Force standards as per Annex B attached to this Circular.

6.3 Applicants who pass the Physical Efficiency Test will be required to undergo a preliminary medical test.

6.4 Following the preliminary medical test, candidates will be required to sit for a structured interview. The interview will be conducted by a Selection Board established by the Malta Police Force. During the interview, candidates will also be required to deliver a five (5) minute long lecturette on a subject related to Police duties. During the lecturette, applicants may use their choice of lecture aids, such as Power Point presentation.

6.5 Related experience and past performance of candidates will be given due consideration.

6.6 Furthermore, the Commissioner of Police can terminate at any time the process of a prospective Police Inspector upon unsatisfactory progress, misbehaviour, bad attitude or lack of motivation.

Part Two - Qualifying Examination

7.1 Applicants who are successful in Part One will be required to attend all lectures (part-time) organised at the Academy for Disciplined Forces, during the evening, in preparation for the Qualifying Examination. Each paper will carry a 100% weighting and the pass mark for each paper is 50%.

7.1.1 The Course shall consist of theoretical and practical subjects related to the general duties of the Police Inspector within the Malta Police Force.

7.1.2 Further to the mandatory lectures to enrich the competence profile of Police Inspectors, there will be complimentary subjects/workshops as additional study units, that one needs to attend and sit for such assessments where it deems fit. Complimentary subjects will be delivered on Saturdays (half day). These will be assessed and reviewed independently.

7.1.3 Applicants should abide at all times with the instructions and regulations as imparted by the Academy for Disciplined Forces during their traineeship.

7.1.4 All applicants shall attend at the Academy for Disciplined Forces for the lectures wearing smart casual outfit.

7.2 Candidates who are declared as having been successful in the Qualifying Examination will be eligible to be appointed Probationary Police Inspectors for a two-year period, depending on the number of vacancies available.

7.3 For the purpose of appointment, the final order of merit will be determined by the total marks obtained in the qualifying examination (para 7.1).

7.4 Only candidates who fail in one paper are permitted to sit for a re-sit. Those who pass the re-sit exam will be awarded a pass mark of 50% and will be placed in order of merit after those candidates who passed all their exams in their first attempt.

7.5 Supplementary exams are only permitted in exceptional circumstances.

Part Three - Confirmation Examination

8.1 Besides being assigned the normal police duties pertaining to their rank, Probationary Police Inspectors will, on appointment, also be required to attend lectures in policing and legal subjects comprising of the mandatory part-time University of Malta course leading to the Diploma in Policing. The final examination of this Diploma course will constitute Part-Three - Confirmation Examination - of this call.

8.2 Probationary Police Inspectors who are not successful in the Confirmation Examination referred to in para 8.1 will be given another chance to re-sit the final examination of the Dipoma course. If they fail again, they will have their probationary appointment terminated *ipso facto*.

9. Probationary Police Inspectors who are successful in Part Three will be confirmed in their appointment as Police Inspectors.

10. Police Inspectors will be required to serve Government as Inspectors of Police for a period of four (4) years and will be required to sign an appropriate undertaking to that effect.

Submission of Applications

12.1 Applications are to be submitted, for the attention of the Commissioner of Police, Ministry for Home Affairs, National Security and Law Enforcement, through the Recruitment Portal **only** 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). 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. The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Friday 10 December, 2021. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

12.2 Applicants will then be required to attend at the Human Resources Branch 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.

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

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

12.5 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

13. 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 Branch, 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 are www.pulizija.gov.mt and hr.police@gov.mt.

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