

Administrative Staff Recruitment Policy and Procedure

| | |
|---------------------------|-----------------------------|
| CODE: | P018 |
| OPERATIONAL OWNER: | People & Culture Department |
| REVIEW DATE: | July 2025 |
| POLICY VERSION: | V2 |

Version History

| VERSION | DESCRIPTION | AUTHOR | APPROVAL | EFFECTIVE DATE |
|---------|---|-------------|-----------|----------------|
| 1 | Created the policy in line with government policies | Maria Picco | Feb 2021 | Feb 2021 |
| 2 | Standard Operating Procedures for employees falling under the responsibility of the Institute for Tourism Studies related to Administrative Recruitment | Jude Cauchi | July 2025 | July 2025 |

External Refences

Manual on Resourcing Policies and Procedures

Definitions

| | |
|--|--|
| | |
|--|--|

Abbreviations

| | |
|------|--|
| ITS | Institute for Tourism Studies |
| MFT | Office of the Deputy Prime Minister and Ministry for Foreign Affairs and Tourism |
| P&C | People & Culture |
| PPS | Principal Permanent Secretary |
| PS | Permanent Secretary |
| CEO | Chief Executive Officer |
| DCEO | Deputy Chief Executive Officer |

Contents

| | | |
|----|---------------------------|---|
| A. | Policy and Procedure..... | 4 |
| B. | Document Retention..... | 7 |
| C. | Review | 7 |
| D. | Document Control | 7 |

A. Policy and Procedure

POLICY

The objective of this document is to outline the procedure to be undertaken by the P & C and related departments within ITS in relation to requests for administrative recruitment.

The following procedure is regulated by Directive 7 and therefore the applicable procedure referred to in the *Manual for Public Sector Entities: Delegation of Authority to effect Recruitment, Promotions and Industrial Relations* as published by the Office of the Principal Permanent Secretary need to fully adhered to.

Type of employment

Positions will be issued internally first and following the internal call and following the steps indicated in annex I , will be issued externally through a work permit issued by Jobsplus.

PROCEDURE

Recruitment from outside the entity

1. Recruitment shall be conducted to either replace or to recruit for new positions.

In these instances, recruitment shall be dictated by the following principles:

- A direct replacement of an existing position with the same conditions and there is no increase in headcount and expenditure;
- New positions which is according to the collective grading and salary

structure, even if this means an increase in headcount (Subject to P&SD and PS approval).

Recruitment Procedure

A summary of the recruitment procedure can be found below:

| Internal Calls | External Calls |
|--|--|
| <p>Requests for internal calls with pertinent job descriptions and role specifics are to be forwarded to the Director, P&C and final approval from the CEO is to be sought. Following approval from the CEO, the request is to be sent to MFT on recruiting.entities@gov.mt, which should include the job details as well as the pertinent job description. The DCEO is to confirm that funds are available.</p> | <p>ITS is strictly required to abide by the following process:</p> <ol style="list-style-type: none"> 1) Issue the internal call; 2) Request candidates from ERL and RSSL; 3) Following feedback from RSSL and ERL, an EOI through P&SD channelled by MFT is to be requested; 4) The next step is to submit the external vacancy form through Jobsplus. Such external vacancy form is to be endorsed by the PS, CEO, DCEO & P&C Director. 5) If all the options are exhausted, ITS will proceed and issue the external call with the general public through the applicable Jobsplus permit. |
| <p>Following MFT PS approval, the P & C department is to issue an internal call applicable to all staff as well as part-</p> | <p>Requests for external calls are to be made through the relevant external vacancy form referred to in Annex II. Such requests are to be forwarded for</p> |

| | |
|---|--|
| time lecturers recruited through the applicable Jobsplus permit number. | PS approval to MFT on recruitment.entities@gov.mt . |
|---|--|

Selection Board

For both Internal and External calls, a selection board is appointed by the CEO of the entity and is composed of a minimum of three members including a Chairperson and two other members. The selection board shall carry out all the necessary assessments and following the conclusion of the process, shall recommend persons suitable for these positions. Throughout the whole process, the selection board members in addition to certifying the applicants list, shall ensure to implement fair assessment criteria linked with the responsibility and level of the position. Additionally, the selection board members are to endorse all the necessary recruitment documents referred to in Annex III, IV, V and VI.

Validity Period of Selection Board Results

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.

Acceptance of position

Once the whole process is concluded and the selected candidate confirms acceptance of post, a contract of employment is duly prepared, and the candidate is engaged with Jobsplus accordingly.

i) Document Retention

| Category | Retention Period |
|---------------|------------------|
| Personal Data | 10 years |

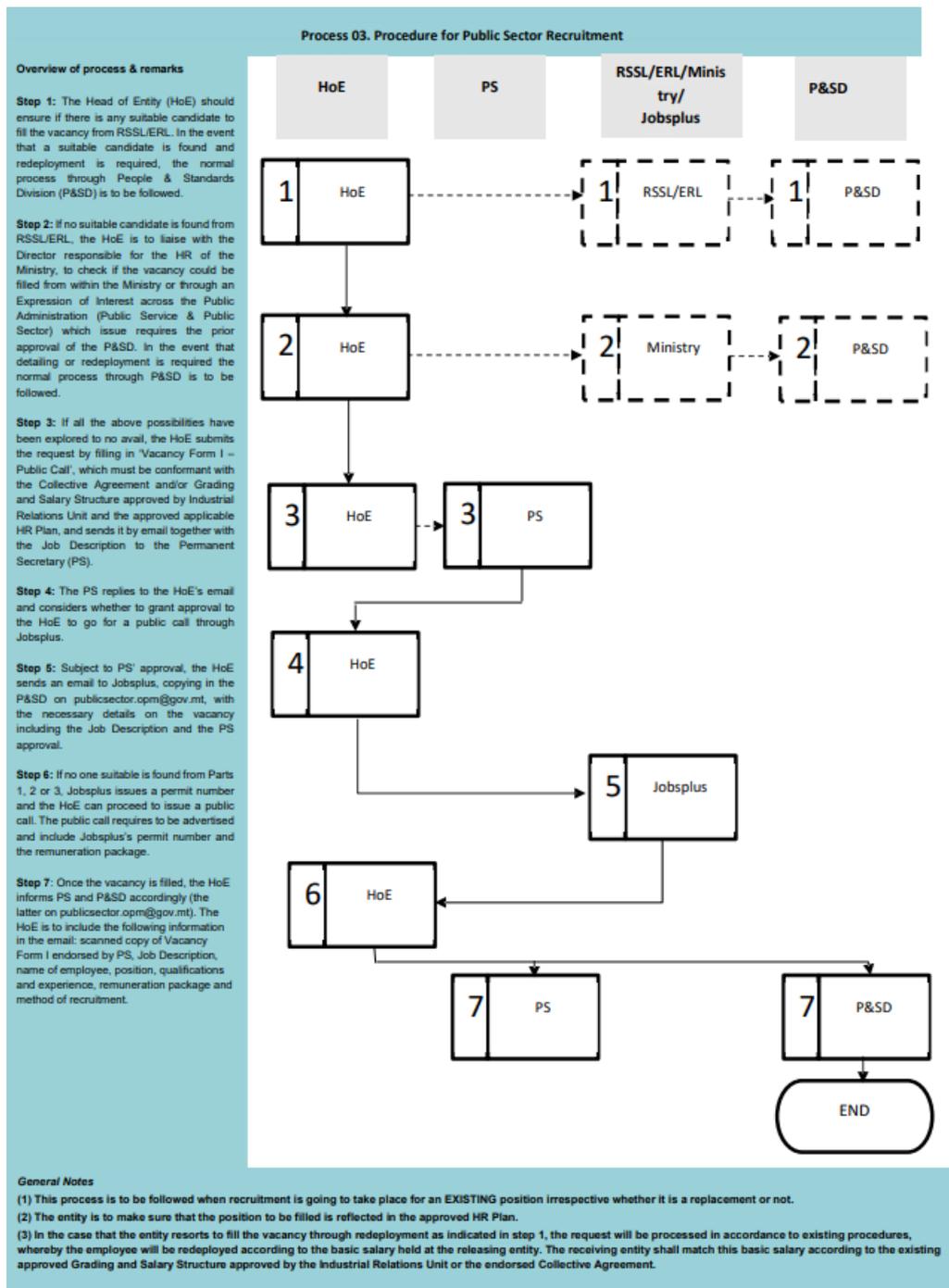
B. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

C. Document Control

| Version | Purpose of Review/ Changes | Date Published | Date of Next Review |
|---------|---|----------------|---------------------|
| 1 | New Policy to align with governments policies | Feb 2021 | 2025 |
| 2 | To monitor and be consistent with the central policy and also to keep the documents referred to in the annex updated. | 07/07/25 | 06/07/26 |

Annex I



Annex II

Appendix 1 – Form to be utilised when the Entity is resorting to External

| VACANCY FORM I | | | |
|---|--|--|-----------------|
| <u>IMPORTANT</u> | | | |
| <ul style="list-style-type: none"> • This Vacancy Form is to be submitted to the Permanent Secretary subject that the request is <u>conformant with the Collective Agreement and/or Grading and Salary Structure approved by the Industrial Relations Unit and the applicable HR Plan and budgeted financial allocation as approved by the Coordinating Committee.</u> • Please attach a copy of the Job Description with this Vacancy Form. • Kindly fill in all points (1-17) and ensure that all information submitted is accurate and precise. (Tick where applicable) | | | |
| Recruitment | | | |
| 1. Date | 2. Entity | 2a. Entity Reference | |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | |
| 3. Position | | 4. No. of vacancies to be filled | |
| <input style="width: 100%;" type="text"/> | | <input style="width: 100%;" type="text"/> | |
| 5. Scope | | | |
| <input type="checkbox"/> Replacement | Insert no. of vacancies | | |
| <input type="checkbox"/> New Vacancy | Insert no. of vacancies | | |
| 6. Reason | | | |
| If scope is Replacement: | | If scope is New Vacancy: | |
| <input type="checkbox"/> Retirement | Insert name, surname, ID, post and date of retirement of employee | <input type="checkbox"/> New Function | Insert no. post |
| <input type="checkbox"/> Termination | Insert name, surname, ID, post and date of termination of employee | <input type="checkbox"/> Increase in Demand/Output | Insert no. post |
| <input type="checkbox"/> Resignation | Insert name, surname, ID, post and date of resignation of employee | <input type="checkbox"/> Other (Insert comments in Section | Insert no. post |
| <input type="checkbox"/> As a Consequence of a Promotion | Insert name, surname, ID, post and date of promoted employee | | |
| <input type="checkbox"/> Other (Insert comments in Section | Insert no. positions | | |

7. Contract

| | | |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Indefinite | | |
| <input type="checkbox"/> Definite | | |
| If Definite, indicate if contract includes the objective reason clause in line with S.L.452.81: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Definite, state period: | | |

8. Employment Type

| | | |
|------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time/Reduced | <input type="checkbox"/> Back-to-Back |
|------------------------------------|--|---------------------------------------|

9. Hours per Week

| |
|--|
| |
|--|

10. Salary Information

| | Comments | Amount in Euro (€) |
|-------------------------|----------|--------------------|
| S1 Basic Salary: | | |
| Increments (if any): | | |
| Maximum Salary: | | |

10a. Benefits/Allowances (if any)

| | Comments | Amount in Euro (€) |
|---|----------|--------------------|
| Performance: | | |
| Vehicle Related: | | |
| Telephone/Mobile: | | |
| Internet Related: | | |
| Health Related: | | |
| Others: | | |
| B1 Total Benefits | | |
| Current Year Recurrent Expenditure (add S1 and B1) | | |

11. Qualifications & Experience Required:

| | | |
|---|--------------------|--|
| | | |
| Indicate the Qualification Level as set by the National Qualifications Framework. For assistance enter the following link: https://ncfhe.gov.mt/en/Pages/MQF.aspx | MQF Level (1 to 8) | |

12. Competencies:

| |
|---|
| |
| Insert competencies' codes within this field. To access the Occupational Competencies 2016 Manual, kindly enter the following link: https://jobsplus.gov.mt/resources/fileprovider.aspx?fileid=1761 |

13. Conditions bound by a Collective Agreement and/or Industrial Relations Unit Approval:

| | |
|---|--|
| Indicate Collective Agreement or Industrial Relations Unit Approval's expiry date | |
|---|--|

14. Distinct Legal Personality:

| | |
|---|--|
| Indicate the chapter and article number that gives the entity the authority to recruit and enter into contracts | |
|---|--|

15. Appendices enclosed:

| | |
|--|---------|
| <input type="checkbox"/> Job Description | Others: |
|--|---------|

16. Others/Comments. Here you may provide any comments relevant to the request such as the reason and nature of the request:

| |
|--|
| |
|--|

17. Approvals:

| | HR Manager* | Financial Authorisation Officer ** | Head of Entity |
|------------------------|-------------|------------------------------------|----------------|
| Signature: | | | |
| Name: | | | |
| Post: | | | |
| Entity: | | | |
| E-mail Address: | | | |
| Telephone No: | | | |
| Date: | | | |

I declare that:

 * I have submitted this request after having ascertained that, in line with Process 03, it is justified in all its aspects (i.e., an internal call within the entity proved/would prove futile, redeployment of existing staff from RSSL/ERL and from other sectors of the Ministry is not possible and an expression of interest within the public administration is not possible/proved futile and that funds have been budgeted for and are available through this year's approved headcount allocation/HR Plan and that the position is approved by the Industrial Relations Unit), I approve external recruitment through the Jobsplus' services in terms of the ETS Act.

 ** I confirm that funds are available for this recruitment.

| | |
|--|---------------------------------|
| <p>_____</p> <p>Permanent Secretary</p> | <p>_____</p> <p>Date</p> |
|--|---------------------------------|

Annex III (To be filled prior to the interview)

DECLARATION

CONFLICT OF INTEREST

Institute of Tourism Studies

With reference to my appointment as chairperson of the selection panel constituted for the purpose of examining and reporting upon the applications received for the position of a Front Office and Rooms Division Academic within ITS (*Internal Call for application as circulated on (Date of issue)*).

I hereby declare that:

1. I am not related to any candidate by consanguinity or affinity to the fourth degree inclusive;
2. I am not the tutor or curator of any candidate in terms of the Civil Code;
3. My non-work-related activities, including but not limited to, any participation in political activities, do not place me in a conflict of interest as a Member of the Selection Board.
4. I AM AWARE THAT THE WHOLE PROCEEDINGS OF THE PANEL ARE OF A CONFIDENTIAL NATURE AND MAY NOT, WHETHER STILL PENDING OR TERMINATED, BE DISCLOSED, DIRECTLY OR INDIRECTLY TO ANY PERSON.

Date:

Signature: _____

Name in Block Letter:

Designation:

E-mail Address:

DECLARATION

CONFLICT OF INTEREST

Institute of Tourism Studies

With reference to my appointment as member of the selection panel constituted for the purpose of examining and reporting upon the applications received for the position of a Front Office and Rooms Division Academic within ITS (*Internal Call for application as circulated on (Date of issue)*).

I hereby declare that:

1. I am not related to any candidate by consanguinity or affinity to the fourth degree inclusive;
2. I am not the tutor or curator of any candidate in terms of the Civil Code;
3. My non-work-related activities, including but not limited to, any participation in political activities, do not place me in a conflict of interest as a Member of the Selection Board.
4. I AM AWARE THAT THE WHOLE PROCEEDINGS OF THE PANEL ARE OF A CONFIDENTIAL NATURE AND MAY NOT, WHETHER STILL PENDING OR TERMINATED, BE DISCLOSED, DIRECTLY OR INDIRECTLY TO ANY PERSON.

Date:

Signature: _____

Name in Block Letter:

Designation:

E-mail Address:

DECLARATION

CONFLICT OF INTEREST

Institute of Tourism Studies

With reference to my appointment as member of the selection panel constituted for the purpose of examining and reporting upon the applications received for the position of a Front Office and Rooms Division Academic within ITS (*Internal Call for application as circulated on (Date of issue)*).

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4. I AM AWARE THAT THE WHOLE PROCEEDINGS OF THE PANEL ARE OF A CONFIDENTIAL NATURE AND MAY NOT, WHETHER STILL PENDING OR TERMINATED, BE DISCLOSED, DIRECTLY OR INDIRECTLY TO ANY PERSON.

Date:

Signature: _____

Name in Block Letter:

Designation:

E-mail Address:

Annex IV

LIST OF CANDIDATES

POSITION OF

AT THE INSTITUTE OF TOURISM STUDIES

Internal Call for application as circulated on (DATE OF ISSUE)

Position Code/ITS Ref:

Vacancy Number: N/A

Jobsplus Permit Number: N/A

| Surname | Name | Eligibility Status | Remarks |
|---------|------|--------------------|---------|
| | | | |
| | | | |

Total applicants:

Chairperson
Name

Member
Name

Member
Name

Annex V

INTERVIEW RESULT SHEET

POSITION OF

AT THE INSTITUTE OF TOURISM STUDIES

Internal Call for application as circulated on

Position Code/ITS Ref:

Vacancy Number: N/A

Jobsplus Permit Number: N/A

| Surname | Name | Order of Merit | Remarks |
|---------|------|----------------|---------|
| | | | |
| | | | |

Total applicants:

Chairperson
Name

Member
Name

Member
Name

Annex VI

Position Code/ITS Ref:

Vacancy Number: N/A

Jobsplus Permit Number: N/A

Personal and Confidential

Date:

Internal Call for Applications

REPORT ON THE SELECTION PROCESS FOR THE POSITION OF

AT THE INSTITUTE OF TOURISM STUDIES

Internal Call for application as circulated on

The selection board appointed by the Chief Executive Officer to process the applications received in connection with the above-mentioned position has to report as follows:

1. A total of **(Number of applications)** application had been received by the closing date in response to the call for applications. The applications were vetted according to the eligibility parameters stipulated in the call for applications.
2. **(Number of applicants)** applicant attended for the interview and was assessed according to the criteria and weightings approved by the Institute.

3. The interviews were held on the **(Date of the Interview)**.

4. **(Number of applicants who obtained a pass mark)** applicant obtained a pass mark; marks obtained are indicated in the results sheet.

5. The selection board would like to highlight that unanimity was achieved in the results assigned, and in the final grading achieved by the eligible applicants.

Please find enclosed:

- a certified list of applicants;
- a statement setting out the sub-criteria and weightings set by the selection panel;
- an assessment sheet indicating the marks allotted to each candidate under each criterion as communicated by the Institute of Tourism Studies and under each sub-criterion set by the selection panel for each approval criterion; and
- the result sheet.

Chairperson
Name

Member
Name

Member
Name

