



## Call for applications for the post of Investigator and Project Coordinator

**Closing date: 27 May 2022**

1. The Office of the Commissioner for Standards in Public Life invites applications for the post of **Investigator and Project Coordinator**.
2. Under the Standards in Public Life Act (chapter 570 of the laws of Malta), the main functions of the Commissioner for Standards in Public Life are:
  - (a) to investigate alleged breaches of ethical standards by persons to whom the Act applies, that is to say members of Parliament (including ministers) and persons of trust;
  - (b) to examine declarations of interests submitted by persons to whom the Act applies; and
  - (c) to make recommendations for the improvement of the codes of ethics that govern the behaviour of persons to whom the Act applies.

### **Duration of appointment and terms and conditions**

3. The post will be filled on the basis of a two-year appointment with the possibility of renewal.
4. The appointment is subject to a probation period of six months.
5. If the appointment is renewed following the initial two-year period, the incumbent will at that point become eligible for an indefinite appointment.
6. The post carries a salary at the maximum of salary scale seven in government service, currently €29,625, along with a class allowance of €6,000 per annum.

### **Role and duties**

7. The Investigator and Project Coordinator will have a twofold role:



- (a) to contribute to investigations and case-work; and
- (b) to coordinate the EU-funded project “Improving the integrity and transparency framework in Malta”, which is being carried out by the OECD at the request of the Commissioner for Standards.

8. On the conclusion of the OECD project the incumbent may be tasked with coordinating other future projects. In the absence such other projects, he/she will be assigned principally to investigations and case-work.

9. The duties of the post pertaining to each role are as follows:

*Investigations and case-work*

- (a) To carry out preliminary reviews of complaints on the basis of parameters set by the Commissioner for Standards;
- (b) to contribute to and conduct investigations on behalf of the Commissioner;
- (c) to correspond and communicate with complainants and other persons as necessary as part of investigations and preliminary reviews of complaints;
- (d) to draft reports, decisions and correspondence;
- (e) to review and analyse declarations relating to income, assets and financial interests that are submitted by persons to whom the Act applies;
- (f) to conduct correspondence with the House of Representatives and members of Parliament concerning administrative penalties due by MPs for non-attendance in Parliament;
- (g) to contribute to the drafting and revision of rules or guidelines on ethical matters or any other documents to be issued by the Office, and to carry out research relating thereto;
- (h) to contribute to annual reports, ad hoc reports and statements, policy papers, publications, presentations and other documents;
- (i) to contribute to the organisation of seminars, conferences and other events held by the Office;
- (j) to assist the Commissioner and the Director General of the Office in any other assignment; and
- (k) to assist in the administration and operations of the Office if necessary.



#### *Project coordination*

- (a) To serve as the primary point of contact between the Office, the OECD project team, and DG REFORM within the EU Commission;
- (b) to maintain regular contact with members of the OECD project team with a view to ensuring that the project remains on track;
- (c) to assist in the organisation of project-related events such as conferences, seminars and working group meetings;
- (d) to contribute to the preparation of briefings, presentations and notes for such events, and to keep minutes of meetings;
- (e) to contribute to and facilitate the finalisation of reports and other documents emerging from the project; and
- (e) to provide such other logistical support for the project as may be necessary.

### **Eligibility requirements**

#### *Qualifications*

10. Applicants must have:

- (a) a recognised **master's degree** at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2008), or a comparable professional qualification, in **law, public policy, public administration, management, accounting, economics, European studies or sociology**, plus **one year's relevant work experience**; or
- (b) a recognised **bachelor's degree** at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003) or a comparable professional qualification in **any of the same subjects**, plus **three years' relevant work experience**.

11. Qualifications higher than those specified above will be accepted for eligibility purposes, provided that they meet the specified subject requirements.

12. Applicants should have satisfied the above-mentioned requirements by the closing date of this call for applications. However, candidates who have not yet formally obtained the required qualifications will still be considered if they submit evidence that, by the closing date of this call, they have –

- (a) been approved for the award of the qualifications in question; or



- (b) successfully completed the necessary ECTS/ECVET credits, or equivalent, as part of a recognised programme of studies at a higher MQF level that meets the specified subject requirements.

13. Persons registered with the Commission for the Rights of Persons with Disability (CRPD) may be given reasonable accommodation in terms of article 7 of the Equal Opportunities (Persons with Disability) Act (chapter 413 of the laws of Malta), even if they do not meet the requirements of this post in full, provided they can carry out, in essence, the duties of the post. Applicants should submit a request for reasonable accommodation along with their application, supported with relevant documentation including documentary evidence of registration with the CRPD. Applicants should give reasoned justification as to why they do not meet the full eligibility requirements and why they merit reasonable accommodation.

#### *Command of languages*

14. Applicants must be able to communicate clearly, both verbally and in writing, in Maltese and English.

#### *Standard of conduct*

15. Applicants must have a standard of conduct appropriate to the Office of the Commissioner for Standards in Public Life and the vacant post.

16. The Office will conduct due diligence on applicants. As part of the due diligence process the selected applicant will be required to produce a certificate of conduct issued by the Police or, where applicable, another competent authority.

17. An applicant may be passed over if his or her appointment to the post would be likely to impair public confidence in the Office. However, the applicant would be informed beforehand and given the opportunity to submit representations before such a decision is taken.

#### **Recognition statements with respect to qualifications**

18. Applicants are required to produce a recognition statement by the Malta Further and Higher Education Authority (MFHEA) with respect to their qualifications, except in the case of –

- (a) qualifications issued by the University of Malta, MCAST or ITS, these being self-accrediting institutions in Malta;
- (b) qualifications included in the MFHEA's list of accredited courses offered by licensed educational institutions: this list is available



from <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>; or

- (c) certificates that already include an official statement of equivalence giving the MQF level of the qualification obtained.

19. Applications to the MFHEA for recognition statements can be submitted online through <https://services.mfhea.mt/CertificationApplication.aspx>.

### **Special requirements of the post**

20. As a condition of his or her appointment to the post, the selected candidate will be –

- (a) precluded from participating in any political activity;
- (b) obliged to maintain a reserve in political matters;
- (c) obliged to abstain from any public manifestation of his or her views which might associate him or her prominently with any political party; and
- (d) debarred from seeking adoption or being adopted as a candidate in any election.

21. The selected candidate will be expected to take an oath of office as required by article 11(6) of the Standards in Public Life Act prior to his or her appointment.

### **How to apply**

22. Applications should be emailed to [office@standardscommissioner.com](mailto:office@standardscommissioner.com) by not later than the closing date set out on the first page of this call for applications.

23. Applications should include the following as scanned attachments:

- (a) a curriculum vitae;
- (b) certificates and testimonials as evidence of qualifications and experience; and
- (c) MFHEA recognition statements where necessary.

24. The originals of the above-mentioned documents should be produced for verification during the interview.

25. Applicants who require an MFHEA recognition statement, but have not yet received it, may still apply. They should send a scan of the statement by



email as soon as it becomes available and produce the original for verification during the interview.

### **The selection process**

26. Depending on the number of applicants, the selection process may include a shortlisting stage. In this case shortlisting will be based on qualifications and experience. Candidates who are not shortlisted will be notified accordingly and told what benchmarks have been applied for shortlisting purposes.

27. Subject to the possibility of shortlisting, eligible applicants will be assessed by a selection board to determine their suitability for the post. Further information will be provided in advance of interviews.

*Office of the Commissioner for Standards in Public Life  
9 May 2022*