



**Call for applications for the position of  
Messenger/Cleaner**

**Closing date: 3<sup>rd</sup> November 2021**

1. The Office of the Commissioner for Standards in Public Life invites applications for the position of Messenger/Cleaner.

**Duration of appointment**

2. The position will be filled on the basis of a two-year appointment with the possibility of renewal.
3. On completion of two years in the position, the incumbent will become eligible for an indefinite appointment.
4. The appointment is subject to a probation period of six months.

**Salary and benefits**

5. The position carries a salary equivalent to salary scale eighteen in government service, which in 2021 starts at €12,358 and reaches a maximum of €13,690.
6. The appointee will progress to the maximum of salary scale 18 by means of annual increments of €222 and will subsequently progress to salary scale 17, always subject to creditable performance.
7. The appointee will be entitled to reimbursement of mobile phone costs incurred on duty.

**Duties**

8. The duties of this position are:
  - (a) to keep the premises, furniture, appliances and equipment clean;



- (b) to empty bins and dispose of waste;
- (c) to run errands for the office and purchase minor items on its behalf;
- (d) to assist with maintenance tasks with respect to office premises, furniture and equipment;
- (e) to assist with office work as required;
- (f) to chauffeur the Commissioner as necessary;
- (g) to drive other members of staff as required;
- (h) to take charge of the maintenance and cleaning of the Commissioner's car and any other office vehicles;
- (i) to receive visitors to the office of the Commissioner and direct them to the Commissioner or another member of staff as appropriate.

### **Eligibility requirements**

9. Applicants must:
- (a) be able to understand and communicate verbally in Maltese and English;
  - (b) be able to read and write;
  - (c) have relevant experience; and
  - (d) have a standard of conduct appropriate to the Office of the Commissioner for Standards in Public Life.
10. Applicants must produce a certificate of conduct issued by the Police or another competent authority, where applicable, not earlier than one month from the date of their application.

### **Special requirements of the position**

11. As a condition of his or her appointment to the position, the selected candidate will –
- (a) be precluded from participating in any political activity;
  - (b) maintain a reserve in political matters;
  - (c) abstain from any public manifestation of his or her views which might associate him or her prominently with any political party; and



- (d) be debarred from seeking adoption or being adopted as a candidate in any election.

12. 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**

13. Applications should be sent by the closing date set out on page 1 of this call for applications. Applications may be sent by email to [office@standardscommissioner.com](mailto:office@standardscommissioner.com) or delivered to the Office of the Commissioner for Standards in Public Life at 11, St Paul Street, Valletta VLT 1210.

14. Applications should include a curriculum vitae along with a copy of the certificate of conduct and other certificates and testimonials as evidence of qualifications and experience. These may take the form of pdf attachments in the case of applications sent by email.

15. The original certificates and testimonials should be produced for verification during the interview. In addition, the Office of the Commissioner may if necessary ask applicants to obtain NCFHE recognition statements for their qualifications.

### **The selection process**

16. Depending on the number of applicants, the selection process may include a shortlisting stage. In this case shortlisting will be based on qualifications and relevant experience. Candidates who are not shortlisted will be notified accordingly.

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

*Office of the Commissioner for Standards in Public Life  
1 October 2021*