

**PRIVATE SECRETARIAT**

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**ENGAGEMENT OF STAFF  
FOR MINISTERS' SECRETARIATS**

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12 May 2003

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## 1. Introduction

The purpose of this document is to define a standard organisational set-up for Ministers' Secretariats. It establishes appropriate staffing levels while defining the conditions of employment that will apply to all secretariat positions.

Key roles considered essential for the effective operations of a Secretariat are also highlighted in this document.

Ministers and Parliamentary Secretaries are expected to observe these guidelines when establishing their secretariats.

The Minister and his or her Parliamentary Secretaries are to be housed in one building to form a co-ordinated team.

## 2. Ministers' Secretariat Staff

The Prime Minister, Ministers and Parliamentary Secretaries are entitled to engage a number of officers in their Secretariats. These include a Head of Secretariat with overall responsibility for the Secretariat, a Private Secretary in charge of the administrative functions of the Secretariat and other middle management, administrative, clerical staff and messengerial staff.

A standard organisational set-up has been defined to ensure that the Prime Minister, Ministers and Parliamentary Secretaries have the necessary staff to meet anticipated requirements in terms of both the political and administrative functions.

These key positions are central to the following four functional areas of responsibility:

1. co-ordination and evaluation of policies;
2. co-ordination of diary and correspondence including constituency matters;
3. communication and public relations; and,
4. office management and logistics.

The persons selected to fill these key positions are to have the necessary background and qualifications to carry out the duties as defined in the position descriptions provided.

### 2.1. Staffing Levels

The position titles of Secretariat staff, as well as the different complements for each position applicable to the Prime Minister, Ministers and Parliamentary Secretaries, are captured in the Tables 1, 2 and 3 below.

2.2. *Staff Complement for the Prime Minister's Secretariat*

Position	Secretariat Scale	Complement
Head of Secretariat	Scale 3	1
Private Secretary	Scale 4	1
Assistant Private Secretary	Scale 5	1 1*
Co-ordinating Officers	Scale 6	5 1*
Secretariat Officer	Scale 9	5
Secretariat Pool	Scale 13	8
Senior Secretariat Messenger	Scale 11	1
Secretariat Messenger/Charwoman	Scale 12	8
Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>32</b>

Table 1

\* additional complement that may be recruited in exceptional circumstances.

2.3. *Staff Complement for Ministers' Secretariats*

Position	Secretariat Scale	Complement
Head of Secretariat	Scale 4	1
Private Secretary	Scale 5	1
Assistant Private Secretary	Scale 7	1
Co-ordinating Officers	Scale 7	2 2*
Secretariat Officer	Scale 10	5
Secretariat Pool	Scale 13	4
Secretariat Messenger/Charwoman	Scale 12	4
Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>20</b>

Table 2

\* additional complement that may be recruited in exceptional circumstances following consultation with OPM.

2.4. *Staff Complement for Parliamentary Secretaries' Secretariats*

Position	Secretariat Scale	Complement
Head of Secretariat	Scale 4	1
Private Secretary	Scale 5	1
Co-ordinating Officers	Scale 7	1
Secretariat Officer	Scale 10	2
Secretariat Pool	Scale 13	2
Secretariat Messenger/Charwoman	Scale 12	2
Driver/Security Officer	Scale 14	2
<b>Total</b>		<b>11</b>

Table 3

### 3. Recruitment of Staff

Ministers and Parliamentary Secretaries are to comply with the following guidelines when recruiting secretarial staff.

#### 3.1. Recruitment Guidelines

##### 3.1.1 Introduction

At least fifty percent of the staff positions in the Ministers' Secretariat must be filled by General Service or Departmental Grade officers. The documentation concerning the engagement of all personnel is to be channelled through the Management and Personnel Office.

##### 3.1.2 General Service Officers

Requests for the transfer of staff from government departments should be submitted by the Ministry's Permanent Secretary to the Management and Personnel Office of the Office of the Prime Minister.

It should be noted that all Secretariat positions are pegged to the maximum of the salary scales indicated in Tables 1, 2 and 3 above. Serving public officers recruited into these positions should be paid the salary attached to that position.

In order to ensure that individuals possess the skills and experience required for their new position, Ministers and Parliamentary Secretaries must ensure that, as a rule, officers selected for secretariat positions currently hold grades not less than those specified in the table below.

Secretariat Scale	Minimum Current Scale
Scale 3	Scale 7-10
Scale 4	Scale 7-10
Scale 5	Scale 7-10
Scale 6-7	Scale 6-11
Scale 9-10	Scale 14

Table 4

Given the availability of high quality administrative skills within the Public Service, the top administrative posts within the Secretariat, in particular that of Private Secretary and Assistant Private Secretary, are expected to be filled by public officers with the appropriate substantive scale as per the above table.

##### 3.1.3 Public Sector Employees

Individuals cannot be recruited from public sector organisations on a secondment basis. Officers selected from such organisations must avail themselves of unpaid leave in order to

take on a Secretariat position. However, these officers will retain all seniority and promotion rights as defined in the collective agreements of their current employer organisation. For the duration of their employment in a Secretariat, these officers will be paid the salary attached to the secretariat position they are being appointed to.

### 3.1.4 Recruitment from outside the Public Sector

Ministers and Parliamentary Secretaries are permitted to engage up to two individuals from outside the public sector in their Secretariat. These individuals are normally expected to be used in the positions which have direct policy implications:

- Head of Secretariat
- Communications Co-ordinator
- Policy Co-ordinator

In addition to the above, Ministers and Parliamentary Secretaries are also permitted to engage their two Personal Driver/Security Officers from outside the public sector. In cases where a Minister or Parliamentary Secretary opts to engage one or both of his/her Personal Driver/Security Officers from within the public sector, exceptional approval may be granted for the engagement of an additional officer from outside the public sector.

### 3.1.5 Special Provisions

Salaries of officers recruited from outside the General Service for the positions listed below may - in exceptional circumstances and only following OPM approval - receive an amount subject to a maximum of one scale higher than the standard analogous grade defined in Appendix 4.2:

- Head of the Prime Minister's Secretariat
- OPM Communications Co-ordinator
- OPM Policy Co-ordinator
  
- Head of the Minister's Secretariat
- Communications Co-ordinator
- Policy Co-ordinator
  
- Head of the Parliamentary Secretary's Secretariat
- Communications Co-ordinator

### 3.1.6 Engagement of Secretariat Pool Staff

These guidelines are designed to ensure that individuals with suitable experience and skills are identified for each Secretariat post. The maximum secretariat scale for the Secretariat Pool position is therefore to be pegged at scale 13, the highest General Service scale of the Executive Officer grade.

However, the salaries of public officers appointed to this position cannot increase by more than two scales above their substantive scale. As their substantive scale progresses, their secretariat scale should be adjusted accordingly as long as this does not exceed scale 13.

As a general rule, the salaries of officers recruited from outside the General Service will be pegged at the maximum of scale 14 i.e. the entry grade for Executive Officers. However, these officers may – in exceptional circumstances and only following OPM approval – receive a salary pegged one scale higher i.e. the maximum of scale 13.

### 3.1.7 Engagement of Secretariat Messengers

The maximum Secretariat scale for the position of Secretariat Messenger is pegged at scale 12, the highest General Service scale for the messengerial grades (Officer in Charge of Minor Staff).

However, the salaries of public officers appointed to the position of Secretariat Messenger cannot increase by more than one scale above their substantive scale. As their substantive scale progresses, their secretariat scale should be adjusted accordingly as long as this does not exceed scale 12.

As a general rule, the salaries of officers recruited from outside the General Service will be pegged at the maximum of Scale 15 i.e. the entry grade for Senior Messengers. However, these officers may – in exceptional circumstances and only following OPM approval – receive a salary pegged one scale higher i.e. the maximum of scale 14.

### 3.1.8 Engagement of Personal Drivers/Security Officers

The maximum secretariat scale for the position of Personal Driver/Security Officer is pegged at scale 14, the highest General Service scale for the grade of Senior Messenger.

However, the salaries of public officers appointed to this position cannot increase by more than one scale above their substantive scale. As their substantive scale progresses, their secretariat scale should be adjusted accordingly as long as this does not exceed scale 14.

As a general rule, the salaries of officers recruited from outside the General Service will be pegged at the maximum of scale 15, i.e. the entry General Service scale for Senior Messengers. However, these officers may – in exceptional circumstances and only following OPM approval – receive a salary pegged one scale higher, i.e. the maximum of scale 14.

### 3.2. Staff Approval

All appointments to Secretariat positions are to be carried out following consultation with the Office of the Prime Minister. Ministers and Parliamentary Secretaries are to submit the applicant's curriculum vitae when seeking approval for persons proposed for the positions of Head of Secretariat, Private Secretary, Assistant Private Secretary and all Co-ordinators.

All recruitment of persons from outside the General Service should also be cleared with the Office of the Prime Minister and a curriculum vita submitted. The Office of the Prime Minister will also request the security clearance of Secretariat personnel by the Security Service prior to finalising any appointment.

### 3.3. Contracts

All Secretariat staff must be engaged on the basis of a Secretariat Agreement even when engaged from the General Service.

Specimen Secretariat Agreements for all positions are attached in appendix 4.3.8.

### 3.4. Allowances

#### 3.4.1 Allowances in lieu of Overtime

Given that staff in Secretariats are invariably working under pressure, all staff are entitled to a secretariat allowance in lieu of overtime (see Summary Chart in appendix 4.2).

These allowances differentiate between five categories of Secretariat staff and are calculated on the basis of each category's level of responsibility within the Secretariat structure, as well as the amount of overtime officers in that category are routinely required to perform. As specified in the table below, allowances are fixed as a percentage of the General Service salary scale that is most representative of the Secretariat posts falling within a given category. The allowance will be automatically adjusted in line with any increases to the salary scale referred to below.

Category	Allowance in lieu of Overtime
Top Posts (from Head of Secretariat down to Assistant Private Secretary to the Minister/Parliamentary Secretary)	25% of the maximum of salary scale 7
Co-ordinator Posts	20% of the maximum of salary scale 7
OPM/Ministry Secretariat Officer	20% of the maximum of salary scale 10
Member of Secretariat Pool/OPM Senior Secretariat Messenger/Secretariat Messenger	20% of the maximum of salary scale 14
Personal Driver/Security Officers	35% of the maximum of salary scale 14

Table 5

The following positions are also entitled to a bonus of Lm40 for overtime worked in excess of fifty hours:

- Secretariat Officer
- Secretariat Pool
- OPM Senior Secretariat Messenger
- Secretariat Messenger

The bonus shall be paid to any officer who works fifty hours of overtime or more in any given month. The number of overtime hours worked in excess of the fifty hours in any given month should be carried forward (for up to twelve months) and added to the hours of overtime worked in subsequent months.

Since Drivers/Security Officers will not be receiving this overtime bonus and given that their work necessarily extends well beyond normal working hours/days, it is assumed that they will usually be working on a one day on and one day off basis.

#### 3.4.2 Overtime Remuneration for messengers performing duties in the Prime Minister's Secretariat

The Prime Minister's Secretariat requires more messengerial support outside normal working hours than other Secretariats. This results in messengers in this Secretariat routinely performing overtime in excess of fifty hours each month. Given this situation, in addition to the allowance in lieu of overtime and the bonus of Lm40 if they work up to fifty hours in any one month, messengers in the Prime Minister's Secretariat will be reimbursed for any overtime worked in excess of fifty hours in any one month at their standard overtime rate calculated as per their substantive grade.

As a result, unlike messengers in other Secretariats, messengers in the Prime Minister's Secretariat are not entitled to carry forward overtime worked in excess of fifty hours from one month to the next.

#### 3.5 Outside Employment or Business Interests for Secretariat Staff

All Secretariat employees (including those recruited from outside the public sector) are required to conform to the Code of Ethics for Public Officers. In line with this Code, all officers must obtain the written approval of the Permanent Secretary of the Ministry concerned if they wish to take on any form of outside employment or business interest in addition to their Secretariat duties. This requirement also applies to any part-time employment or business interest that an individual may have held prior to taking up a Secretariat post and which he/she may wish to retain.

The procedure to be followed in these cases is for the individual to declare any outside employment or business interest in writing to the Permanent Secretary of the Ministry concerned. With particular reference to the conflict of interest issue highlighted in the above-mentioned Code, the Permanent Secretary is then to issue a written decision as to whether the officer's request is approved or denied.

The officer's declaration, together with the Permanent Secretary's response, is to be copied to the Cabinet Secretary and the Office of the Prime Minister. In cases that concern new recruits to a Secretariat, this procedure must be completed before OPM approval is obtained and the Secretariat Agreement signed.

##### 3.5.1 Communications and Policy Co-ordinators

Communications and Policy Co-ordinators should not have any form of part-time employment in addition to their Secretariat duties. Both of these posts are identified in Section 2 above as being "key positions which are central to the Ministers' Secretariat's main functional areas of responsibility". Both posts cannot therefore be viewed as having fixed hours, but should routinely require attention and intervention outside standard working hours

and at weekends. Furthermore, the reimbursement package tied to these positions reflect this anticipated level of commitment.

Given these circumstances, it is not considered feasible for Communications and Policy Co-ordinators to hold part-time employment in addition to their Secretariat duties and, as a rule, any such requests should not be approved.

### 3.5.2 Government Boards

No officer occupying a Secretariat position may sit on Government boards against remuneration.

### 3.6 Uniforms for Staff in Ministers' Secretariats

Messengers in Secretariats should wear the standard uniforms issued to messengerial grades. However, given that the Office of the Prime Minister frequently hosts State, Official and other functions, support staff in the Prime Minister's Secretariat – namely members of the Secretariat Pool and Secretariat Messengers – are to be supplied with an appropriate uniform. This is to be worn daily in the case of the Secretariat Pool, and on the occasion of special functions in the case of Secretariat Messengers.

### 3.7. Use of Mobile Telephones and Pagers

The following positions may be issued with a mobile telephone:

- All Heads of Secretariats
- All Private Secretaries
- All Assistant Private Secretaries
- All Communications Co-ordinators

In order to provide for the efficient deployment of messengers and drivers, pagers may be issued as follows:

	Messengers	Ministers'/Parliamentary Secretaries' Drivers
OPM	2	2
Ministries	1	2
Parliamentary Secretariats	1	2

On no account may public sector organisations within the portfolio of the Ministry concerned be used to cover mobile telephones or pagers in addition to the above.

Should a Minister or Parliamentary Secretary feel that additional mobile telephones or pagers are required, a request should be made to the Office of the Prime Minister stating the reason for this requirement.

### 3.8. Secretariat vehicles

Apart from the entitlement of top posts to the full use of an official car, each Secretariat may have a car pool for general use by Secretariat Messengers. The maximum number of cars permitted is:

Secretariat	Maximum No of Cars
OPM	4
Ministries	2
Parliamentary Secretariats	1

On no account may any vehicle from the Secretariat car pool be used by Secretariat officers for personal use during or outside office hours. Only Secretariat staff entitled to the use of an official car in terms of their Secretariat Agreement are permitted to take their official vehicle home at the end of each day.

On no account may public sector organisations within the portfolio of the Ministry concerned be used to provide vehicles in addition to the above.

Should a Minister or Parliamentary Secretary feel that additional vehicles are required, a request should be made to the Office of the Prime Minister stating the reason for this requirement.

## 4. *Appendices*

### 4.1. *Appendix 1: Position Descriptions*

## Position Descriptions

A number of key roles have been identified within the organisational set-up defined in Section 3. Position descriptions are being provided for the following posts:

### Prime Minister's Secretariat

- Head of the Prime Minister's Secretariat
- Private Secretary to the Prime Minister
- Assistant Private Secretary to the Prime Minister
- Communications Co-ordinator
- Policy Co-ordinator
- Diplomatic Co-ordinator
- Projects Co-ordinator
- Office Co-ordinator
- Logistics Co-ordinator

### Ministers' Secretariats

- Head of the Minister's Secretariat
- Private Secretary to the Minister
- Assistant Private Secretary
- Communications Co-ordinator
- Policy Co-ordinator
- Projects Co-ordinator (where required)
- Office Co-ordinator (where required)

### Parliamentary Secretaries' Secretariats

- Head of the Parliamentary Secretary's Secretariat
- Private Secretary to the Parliamentary Secretary
- Communications Co-ordinator

**Prime Minister**

## Head of the Prime Minister's Secretariat

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This position has overall responsibility for the Prime Minister's secretariat. It also provides specialist support to the Prime Minister and manages the operations of three key specialist functions.

- policy
- projects
- communications

### Tasks include -

- Ensuring the Prime Minister is appropriately briefed on all issues of substance; providing policy advice to him on all aspects of his concerns based on informed understanding of existing legislation and external economic and social pressures and trends.
- Providing consultation and co-ordination between the Office of the Prime Minister and other Government Ministries, agencies and other levels of Government in Malta and abroad; attending meetings where priority issues are involved.
- Maintaining close liaison with the Cabinet Secretary in terms of preparations for and follow-up of meetings of Cabinet and Cabinet Committees; attending Cabinet and Cabinet Committees as required.
- Maintaining close liaison with the Permanent Secretary in the Office of the Prime Minister in terms of the departments and agencies which form part of the Prime Minister's portfolio as well as the implementation of Government policies.
- Maintaining close liaison with the Office of the President, Ministries, Permanent Secretaries and other senior government officials with and on behalf of the Prime Minister.
- Participating in the formulation, review and co-ordination of legislative and/or policy proposals in respect of government programmes. Co-ordinating briefs for legislation initiated by the Office.
- Co-ordinating Government-wide responses to issues and problems raised internally or externally. Co-ordinating proposals for particular lines of action.
- Managing the policy, projects and communication activities of the Office.

- Overall responsibility for the Prime Minister's secretariat including budget administration, staff selection, supervision and performance management, work assignment and the necessary liaison with the Management and Personnel Office.
- Assisting Ministers and Parliamentary Secretaries, with and on behalf of the Prime Minister, in defining responsibilities with respect to their secretariats and in their staffing and management.
- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## Private Secretary to the Prime Minister

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This position is responsible for managing the administrative functions of the Prime Minister's secretariat.

Tasks include -

- Maintaining close liaison with the Head of the Prime Minister's Secretariat to ensure co-ordination of activities, priorities and deadlines.
- Maintaining the Prime Minister's appointments, schedule of events and advising all relevant staff of his movements.
- Reviewing incoming correspondence/material, attaching relevant background material, and forwarding it to the Prime Minister for his attention.
- Co-ordinating a comprehensive control and tracking system for correspondence and public enquiries received, and responses being prepared for the Prime Minister.
- Drafting administrative correspondence and minutes.
- Ensuring that operational priorities and deadlines are being met and that the appropriate level of support services are provided by the secretariat.
- Ensuring that the Prime Minister's travel and accommodation requirements are met.
- Ensuring the co-ordination of the Prime Minister's schedule with Ministers' schedules by liaising with the appropriate secretariats.
- Maintaining liaison with the Management and Personnel Office on the human resource requirements of the Secretariat.
- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## Assistant Private Secretary to the Prime Minister

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This position is responsible for assisting in the management of the administrative functions of the Prime Minister's secretariat.

### Tasks include -

- Maintaining close liaison with the Head of the Prime Minister's Secretariat as well as the Private Secretary to the Prime Minister to ensure co-ordination of activities, priorities and deadlines.
- Supervising the registration of Parliamentary Questions received in the Office. Receiving and clearing draft replies to Parliamentary Questions and processing final replies accordingly. Taking follow-up action with Ministries, and other authorities as required or as directed.
- Receiving and acknowledging incoming mail and ensuring the proper passage of all files and correspondence to the attention of the Prime Minister. Screening all correspondence prepared by subordinate staff. Establishing appropriate records management systems for the registration, storing and security of all confidential and routine information.
- Maintaining a register of all Acts of Parliament and subordinate legislation including updated copies of such legislation.
- Liaising with the Office of the Attorney General on court cases when the Prime Minister is involved.
- Assisting in the co-ordination of state functions. Maintaining lists of addresses and supplying the lists as required throughout Government.
- Managing the day to day general administration of the Secretariat. Responsible for the personnel functions of the office including leaves, absences, discipline, etc. Supervising subordinate staff and ensuring that they are aware of their duties and responsibilities and monitoring their performance. Scheduling work for office staff, establishing priorities and ensuring it is carried out efficiently and effectively.
- Monitoring budgets, expenditure and contracts for the purchase of services or equipment.

- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the Secretariat.

## OPM Communications Co-ordinator

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This position is responsible for planning, directing and co-ordinating the public information activities of the Office, under the broad guidance of the Head of the Prime Minister's Secretariat.

Tasks include -

- Planning, directing and co-ordinating the communications activities of the Office of the Prime Minister, establishing and maintaining close liaison with departmental communications/customer care officers.
- Putting in place and maintaining procedures to guarantee public access to the Prime Minister; public access systems are also to be put in place within each department falling under the Office of the Prime Minister.
- Co-ordinating the introduction and maintenance of public access systems by the Ministers' or Parliamentary Secretaries' Communication Co-ordinators within the various Ministries.
- Designing and implementing effective communication strategies, which ensure that the Office of the Prime Minister meets its strategic objectives in the delivery of information about the Government's policies.
- Developing and implementing communication programmes to inform legislators, the media and the general public about public policy, accomplishments and vision of Government.
- Establishing and maintaining close liaison with the Department of Information and with Ministry Communications Co-ordinators to ensure that communication strategies dealing with major policy themes and initiatives are effective both in content and intent.
- Actively participating and/or leading multi-disciplinary working parties or committees involved in the formulation of communication policies and strategies.
- Reviewing and/or preparing speeches and press releases from the Office of the Prime Minister and other Ministries to ensure compliance and consistency with Government policy and style depending on the designated audience.

- Initiating or reviewing requests for media interviews, press conferences and other news making opportunities.
- Representing the Office of the Prime Minister in its dealings with internal and external organisations in such areas as communication strategies.
- Maintaining ongoing liaison with the media and other interest groups, to act as a source of information and advice on the Prime Minister's relationship with the media and the general public.
- Undertaking research in areas of media interest relevant to the Prime Minister and alerting and/or informing the Office of potential political issues.
- Establishing and directing operational and administrative procedures related to the role.
- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the Secretariat.

## OPM Policy Co-ordinator

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This position is responsible for planning, directing and co-ordinating policy formulation activities, under the broad guidance of the Head of the Prime Minister's Secretariat.

Tasks include -

- Ensuring that Ministries' Business Plans are consistent with Government's electoral programme, the 2003 Presidential Address and monitoring progress towards attainment of these objectives.
- Identifying current and anticipated issues and ensuring the development and implementation of strategies for addressing them; these issues would include EU accession, changing demographics, national manpower planning, the environment, consumer empowerment, changes to taxation system.
- Co-ordinating the provision of informed advice on matters of Government policy and administration by building up and working with a multidisciplinary team drawn from various organisations.
- Maintaining close liaison with Ministries and senior officials.
- Co-ordinating the formulation of policy that straddles portfolios; e.g. local government, re-organisation of public service, etc.
- Analysing policy submissions for cost benefit, environmental impact, viability, financial and economic implications, congruence with Government priorities, inter-Ministerial implications and preparing briefs accordingly.
- Monitoring major policy initiatives and ensuring that there is adequate warning of emerging difficulties and opportunities.
- Assuming responsibility for appropriate communications relating to major policy initiatives, anticipated issues or emerging developments in liaison with the OPM Communications Co-ordinator.
- Attending meetings as appropriate to advise OPM or as an observer on the Office's behalf.

- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## Diplomatic Co-ordinator in the Office of the Prime Minister

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This position is responsible for co-ordinating diplomatic activities within the Office of the Prime Minister, under the broad guidance of the Head of the Prime Minister's Secretariat.

Tasks include –

- Liaising with the Ministry of Foreign Affairs and other relevant Ministries on any meetings which the Prime Minister will be holding with foreign dignitaries and co-ordinating the preparation of the appropriate briefing material.
- Reviewing any briefing material forwarded by the Ministry of Foreign Affairs and other relevant Ministries to ensure that content is comprehensive and relevant. Clarifying any outstanding issues arising from these briefs. - Liaising with the Ministry of Foreign Affairs and other Ministries on an ongoing basis to ensure that the content and presentation of such briefs are consistent and of a high quality.
- Taking notes at Prime Minister's meetings as required. Co-ordinating follow-up of such meetings.
- Acquiring the salient information from the Ministry of Foreign Affairs and other relevant Ministries on specific subjects and ensuring that the Prime Minister is briefed accordingly.
- Ensuring that relevant statement by the President, the Minister of Foreign Affairs and other Ministries are forwarded to the Prime Minister for clearance as required.
- Reviewing all invitations received by the Prime Minister for official meetings/functions abroad. Co-ordinating advice from relevant sources as to whether such invitations should be accepted.
- Co-ordinating all preparations for the Prime Minister's trips abroad.
- Co-ordinating a system for the preparation of reports by Ministers and Parliamentary Secretaries following any official trips abroad. Reviewing all reports received to identify key issues and co-ordinating any follow-up action required on the part of the Minister/Parliamentary Secretary concerned in relation to these issues.
- Any other task as assigned by the Head of the Prime Minister's Secretariat.

## OPM Projects Co-ordinator

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This position is responsible for co-ordinating works on special projects and assisting in the communications activities of the Office, under the broad guidance of the Head of the Prime Minister's Secretariat.

Tasks include -

- Co-ordinating and monitoring progress of major projects including those related to Government buildings and facilities.
- Liaising with the MITTS and co-ordinating the installation and maintenance of IT hardware and software.
- Formulating project briefs, rules and regulations for major Government initiatives and other high profile activities.
- Undertaking research to identify initiatives that Government can sponsor.
- Assisting in the communications functions of the Office.
- Evaluating existing procedural systems in the Office in order to assess the potential for streamlining these procedures.
- Representing the Office on various committees or working parties involved in construction and maintenance project management.
- Ensuring that the Head of the Prime Minister's Secretariat is kept informed of the status of these projects.
- Assisting the Head of the Prime Minister's Secretariat in other functional areas as required. Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## OPM Office Co-ordinator

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This position is responsible for the co-ordination and maintenance of the Office and other general operational requirements, under the close direction of the Assistant Private Secretary to the Prime Minister.

### Tasks include -

- Co-ordinating the rostering of staff ensuring that leave, other absences and emergencies are covered.
- Ensuring that all infrastructure, buildings, vehicles and office equipment are up to standard and that they are properly maintained and secured, including service back-up and routine maintenance.
- Purchasing all items needed; dealing with and certifying all invoices which concern purchases.
- Co-ordinating all transportation needs of the office.
- Handling matters relating to the daily running of the Office also co-ordinating hospitality requirements such as catering facilities and other such matters.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## OPM Logistics Co-ordinator

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This position is responsible for planning, directing and co-ordinating the logistical requirements of the Office, under the close direction of the Private Secretary to the Prime Minister.

### Tasks include -

- Assisting the Head of the Prime Minister's Secretariat in the preparation and co-ordination of the Prime Minister's visits abroad.
- Identifying suitable hospitality gifts and co-ordinating their purchase. Maintaining records of distribution of said gifts.
- Updating publications kept in the Library including European Union Encyclopaedia; purchasing other publications as required.
- Filing and maintaining reports on Ministerial visits abroad received by the Office of the Prime Minister.
- Assisting in the general administrative tasks of the Office including data collection, filing and mail sorting when required.
- Attending to the Prime Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Prime Minister or the secretariat.

## Ministers

## Head of the Minister's Secretariat

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This position has overall responsibility for the Minister's Secretariat. It also provides specialist support to the Minister and manages the operations of three key specialist functions.

- policy
- projects
- communications

### Tasks include -

- Ensuring the Minister is appropriately briefed on all issues of substance; providing policy guidance on all aspects of the Minister's concerns based on an informed understanding of existing legislation and external economic and social pressures and trends.
- Providing consultation and co-ordination between the Ministry concerned and other Government Ministries, agencies and other levels of Government in Malta and abroad; attending meetings where priority issues are involved.
- Maintaining close liaison with the Permanent Secretary of the Ministry in terms of the departments which form part of the Minister's portfolio, as well as the implementation of Ministry policies.
- Where applicable, maintaining close liaison as necessary with the Personal Assistant to the Parliamentary Secretary, especially in terms of the policy, projects and communication functions of the Parliamentary Secretariat.
- Participating in the formulation, review and co-ordination of legislative and/or policy proposals in respect of Ministry programmes. Co-ordinating briefs for legislation initiated by the Ministry.
- Managing the policy, projects and communication activities of the Ministry.
- Overall responsibility for the Minister's secretariat including budget administration, staff selection, supervision and performance management, work assignment and the necessary liaison with the Management and Personnel Office.
- Attending to the Minister at Parliament as required.

- Dealing as required with members of the public who write or otherwise communicate with the Minister.

## Private Secretary to the Minister

---

This position is responsible for managing the administrative functions of the Minister's secretariat.

### Tasks include -

- Maintaining close liaison with the Head of the Minister's Secretariat to ensure co-ordination of activities, priorities and deadlines.
- Maintaining the Minister's appointments and schedule of events; advising all relevant staff of his movements.
- Reviewing incoming correspondence/material, attaching relevant background material, and forwarding it to the attention of the Minister.
- Co-ordinating a comprehensive control and tracking system for correspondence and public enquiries received, and responses being prepared for the Minister.
- Drafting administrative correspondence and minutes.
- Ensuring that operational priorities and deadlines are being met and ensuring that the appropriate level of support services are provided by the secretariat.
- Ensuring that the Minister's travel arrangements, accommodation, professional and other requirements are met.
- Maintaining liaison with the Management and Personnel Office on the human resource requirements of the secretariat.
- Attending to the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister.

## Assistant Private Secretary to the Minister

---

This position is responsible for assisting in the management of the administrative functions of the Minister's Secretariat.

Tasks include -

- Maintaining close liaison with the Head of the Minister's Secretariat as well as the Private Secretary to the Minister to ensure co-ordination of activities, priorities and deadlines.
- Supervising the registration of Parliamentary Questions received in the Secretariat. Receiving and clearing draft replies to Parliamentary Questions and processing final replies accordingly.
- Receiving and acknowledging incoming mail and ensuring the proper passage of all files and correspondence to the attention of the Minister. Screening all correspondence prepared by subordinate staff. Establishing appropriate records management systems for the registration, storing and security of all confidential and routine information.
- Maintaining a register of all Acts of Parliament and subordinate legislation including updated copies of such legislation.
- Liaising with the Office of the Attorney General on court cases when the Minister is involved.
- Managing the day to day general administration of the Secretariat. Responsible for the personnel functions of the office including leaves, absences, discipline, etc. Supervising subordinate staff and ensuring that they are aware of their duties and responsibilities and monitoring their performance. Scheduling work for office staff, establishing priorities and ensuring it is carried out efficiently and effectively.
- Monitoring budgets, expenditure and contracts for the purchase of services or equipment.
- Attending to the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister.

## Ministry Communications Co-ordinator

---

The Ministry Communications Co-ordinator is responsible for planning, directing and co-ordinating the public information activities of the Ministry, under the broad guidance of the Head of the Minister's Secretariat.

Tasks include -

- Planning, directing and co-ordinating the communications activities of the Ministry, establishing and maintaining close liaison with departmental communications/customer care officers and where applicable, with Parliamentary Secretariat Communications Co-ordinators.
- Putting in place and maintaining procedures to guarantee the public access to the Minister; public access systems are also to be put in place within each department falling under the Ministry.
- Designing and implementing effective communication strategies, which ensure that the Ministry meets its strategic objectives in the delivery of information about the Government's policies.
- Developing and implementing communication programmes to inform legislators, the media and the general public about public policy and accomplishments.
- Establishing and maintaining close liaison with the Department of Information and with the OPM Communications Co-ordinator to ensure that communication strategies dealing with major policy themes and initiatives are effective both in content and intent.
- Where applicable, establishing ongoing liaison with the Parliamentary Secretariat Communications Co-ordinator to ensure that the targets of the Ministry's communications strategy are met in a cohesive manner.
- Actively participating and/or leading multi-disciplinary working parties or committees involved in the formulation of communication policies and strategies.
- Reviewing and/or preparing speeches and press releases from the Ministry to ensure compliance and consistency with Government policy and style depending on the designated audience.

- Initiating or reviewing requests for media interviews, press conferences and other news making opportunities.
- Representing the Ministry in its dealings with internal and external organisations in such areas as communication strategies.
- Establishing and directing operational and administrative procedures related to the role.
- Attending to the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister or the secretariat.

## Ministry Policy Co-ordinator

---

The Policy Co-ordinator is responsible for planning, directing and co-ordinating policy formulation activities, under the broad guidance of the Head of the Minister's Secretariat.

Tasks include -

- Ensuring that the Ministry's Business Plan is consistent with Government's electoral programme, the 2003 Presidential Addresses and monitoring progress towards attainment of these objectives.
- Identifying current and anticipated issues and ensuring the development and implementation of policies and strategies for addressing them.
- Co-ordinating the provision of informed advice on matters of Government policy and administration by building up and working with a multi-disciplinary team drawn from various organisations.
- Analysing policy submissions for cost benefit, environmental impact, viability, financial and economic implications, congruence with Government priorities, inter-Ministerial implications and preparing briefs accordingly.
- Monitoring major policy initiatives and ensuring that there is adequate warning of emerging difficulties and opportunities.
- Attending to the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister or the secretariat.

## Ministry Projects Co-ordinator (where required)

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The Ministry Projects Co-ordinator is responsible for co-ordinating works on special projects and assisting in the communications activities of the Secretariat, under the broad guidance of the Head of the Minister's Secretariat.

### Tasks include -

- Co-ordinating and monitoring progress of major projects within the Ministry's portfolio, including those related to Government buildings and facilities.
- Liaising with the MITTS and co-ordinating the installation and maintenance of IT hardware and software.
- Formulating project briefs, rules and regulations for major Government initiatives and other high profile activities linked to the Ministry's portfolio.
- Undertaking research in areas relevant to the Ministry's portfolio in order to identify initiatives which Government can sponsor; raising the public's awareness of related issues.
- Assisting in the communications functions of the Ministers' Secretariat.
- Evaluating existing procedural systems in the Ministers' Secretariat in order to assess the potential for streamlining these procedures.
- Representing the Secretariat on various committees or working parties involved in construction and maintenance project management.
- Ensuring that the Head of the Minister's Secretariat is kept informed of the status of these projects.
- Assisting the Head of the Minister's Secretariat in other functional areas as required.
- Attending to the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister or the Ministers' Secretariat.

Ministry Office Co-ordinator (where required)

---

This position is responsible for the co-ordination and maintenance of the Minister's Secretariat and other general operational requirements; under the close direction of the Assistant Private Secretary to the Minister.

Tasks include -

- Co-ordinating the rostering of staff ensuring that leave, other absences and emergencies are covered.
- Ensuring that all infrastructure, buildings, vehicles and office equipment are up to standard and that they are properly maintained and secured, including service back-up and routine maintenance.
- Handling matters relating to the daily running of the Secretariat, including the co-ordination of hospitality arrangements such as catering facilities and the purchasing of gifts.
- Handling the purchasing of all items needed by the Secretariat; dealing with and certifying all invoices which concern purchases while maintaining the appropriate records.
- Co-ordinating all transportation needs of the Secretariat, especially in the preparation and planning of the Minister's visits abroad. Filing and maintaining reports on these visits.
- Assisting the Minister at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Minister or the Secretariat.

## Parliamentary Secretaries

## Head of the Parliamentary Secretary's Secretariat

---

This position has overall responsibility for the Parliamentary Secretary's secretariat. It also provides specialist support to the Parliamentary Secretary and manages the operations of three key specialist functions.

- policy
- projects
- communications

Tasks include--

- Ensuring the Parliamentary Secretary is appropriately briefed on all issues of substance; providing policy advice to him on all aspects of his/her concerns based on informed understanding of existing legislation and external economic and social pressures and trends.
- Providing consultation and co-ordination between the Ministry concerned and other Government Ministries, agencies and other levels of Government in Malta and abroad. This will apply to matters related to the Parliamentary Secretary's area of responsibility and will be carried out in liaison with the Head of the Minister's Secretariat.
- Maintaining close liaison with the Permanent Secretary of the Ministry in terms of the areas which the Parliamentary Secretary is coordinating, as well as the implementation of any related policies.
- Participating in the formulation, review and co-ordination of legislative and/or policy proposals linked to the Parliamentary Secretary's area of responsibility.
- Managing the policy, projects and communication activities of the Parliamentary Secretariat in liaison with the Head of the Minister's Secretariat as appropriate.
- Overall responsibility for the Parliamentary Secretariat, liaising as necessary with the Head of the Minister's Secretariat. This includes budget administration, staff selection, supervision and performance management, work assignment and the necessary liaison with the Management and Personnel Office.

## Private Secretary to the Parliamentary Secretary

---

This position is responsible for managing the administrative functions of the Parliamentary Secretary's secretariat.

Tasks include -

- Maintaining close liaison with the Head of the Parliamentary Secretary's Secretariat to ensure co-ordination of activities, priorities and deadlines.
- Maintaining the Minister's appointments, schedule of events and advising all relevant staff of his movements. This may involve liaison with the Head of the Minister's Secretariat.
- Reviewing all incoming correspondence/material and ensuring the proper passage of all files and correspondence to the attention of the Parliamentary Secretary. Screening all correspondence prepared by subordinate staff. Establishing appropriate records management systems for the registration, storing and security of all confidential and routine information.
- Drafting administrative correspondence and minutes.
- Ensuring that operational priorities and deadlines are being met and ensuring that the appropriate level of support services are provided by the secretariat.
- Ensuring that the Parliamentary Secretary's travel arrangements, accommodation, professional and other requirements are met.
- Maintaining liaison with the Management and Personnel Office on the human resource requirements of the secretariat.
- Managing the internal administrative functions of the secretariat.
- Supervising the registration of Parliamentary Questions received in the Parliamentary Secretariat. Receiving and clearing draft replies to Parliamentary Questions and processing final replies accordingly.
- Managing the day to day general administration of the Secretariat. Responsible for the personnel functions of the office including leaves, absences; discipline,

duties and responsibilities and monitoring their performance. Scheduling work for office staff, establishing priorities and ensuring it is carried out efficiently and effectively.

## Parliamentary Secretariat Communications Co-ordinator

---

This position is responsible for planning, directing and co-ordinating the public information activities of the Parliamentary Secretariat, under the broad guidance of the Head of the Parliamentary Secretary's Secretariat and in close liaison with the Ministry Communications Co-ordinator.

### Tasks include -

- Planning, directing and co-ordinating the communications activities of the Parliamentary Secretariat, establishing and maintaining close liaison with the Ministry Communications Co-ordinator and departmental communications/customer care officers.
- Putting in place and maintaining procedures to guarantee the public access to the Parliamentary Secretary; public access systems are also to be put in place within each department within the Parliamentary Secretary's area of responsibility.
- Designing and implementing effective communication strategies on matters related to the Parliamentary Secretary's area of responsibility in liaison with the Ministry Communications Co-ordinator.
- Developing and implementing communication programmes to inform legislators, the media and the general public about public policy and accomplishments.
- Establishing and maintaining close liaison with the Department of Information and with the OPM and Ministry Communications Co-ordinators to ensure that communication strategies dealing with major policy themes and initiatives are effective both in content and intent.
- Actively participating and/or leading multi-disciplinary working parties or committees involved in the formulation of communication policies and strategies.
- Reviewing and/or preparing speeches and press releases from the Parliamentary Secretariat to ensure compliance and consistency with Government policy and style depending on the designated audience.
- Initiating or reviewing requests for media interviews, press conferences and other news making opportunities.

- Representing the Ministry on matters related to the Parliamentary Secretary's area of responsibility in its dealings with internal and external organisations in such areas as communication strategies.
- Establishing and directing operational and administrative procedures related to the role.
- Attending to the Parliamentary Secretary at Parliament as required.
- Dealing as required with members of the public who write or otherwise communicate with the Parliamentary Secretary or the secretariat.

*4.2. Appendix 2: Summary Chart*

Position	Complement	Secretariat Scale	Allowance in lieu of overtime	Bonus for overtime in excess of 50 hours	Other Benefits
Head of the Prime Minister's Secretariat	1	Scale 3**	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000, free telephone and scale allowance
Private Secretary to the Prime Minister	1	Scale 4	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000, free telephone and scale allowance
Assistant Private Secretary to the Prime Minister	1*	Scale 5	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000 and free telephone
Head of the Minister's/Parliamentary Secretary's Secretariat	1	Scale 4**	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000, free telephone and scale allowance
Private Secretary to Minister/Parliamentary Secretary	1	Scale 5	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000, and free telephone.
Assistant Private Secretary to the Minister	1	Scale 7	25% of Salary Scale 7	-	Full use of office car or transport allowance of Lm2,000 and free telephone
OPM Communications Coordinator	1	Scale 6**	20% of Salary Scale 7	-	Car allowance of Lm2,000 and free telephone

Position	Complement	Secretariat Scale	Allowance in lieu of overtime	Bonus for overtime in excess of 50 hours	Other Benefits
OPM Policy Co-ordinator	1	Scale 6**	20% of Salary Scale 7	-	Car allowance of Lm2,000 and free telephone
OPM Diplomatic Co-ordinator ***	1	Scale 6	20% of Salary Scale 7	-	Car allowance of Lm2,000 and free telephone
Communications Co-ordinator	1 Ministries 1 Parl Sec	Scale 7**	20% of Salary Scale 7	-	Car allowance of Lm2,000 and free telephone
Policy Co-ordinator	1 Ministries	Scale 7**	20% of Salary Scale 7	-	Car allowance of Lm2,000 and a telephone allowance of Lm225
OPM Co-ordinator (Projects, Office, Logistics)	2	Scale 6	20% of Salary Scale 7	-	Car allowance of Lm800 and a telephone allowance of Lm225
Ministry Co-ordinator	2*	Scale 7	20% of Salary Scale 7	-	Car Allowance of Lm800 and a telephone allowance of Lm225
OPM Secretariat Officer	5	Scale 9	20% of Salary Scale 10	Max of Lm480	-
Secretariat Officer	5 Ministries 2 Parl Sec	Scale 10	20% of Salary Scale 10	Max of Lm480	-
Secretariat Pool ****	8 OPM 4 Ministries 2 Parl Sec	Scale 13	20% of Salary Scale 14	Max of Lm480	-

OPM Senior Secretariat Messenger *	1	Scale 11.		20% of Salary Scale 14.	Max of Lm480	
Secretariat Messenger/Charwoman *****	8 OPM 4 Ministries 2 Parl Sec	Scale 12		20% of Salary Scale 14	Max of Lm480	
Personal Driver/Security Officer *****	2 OPM 2 Ministries 2 Parl Secs	Scale 14.		35% of Salary Scale 14		

\* Additional complement that may be recruited in exceptional circumstances following consultation with OPM

\*\* Salaries of officers in these positions recruited from outside the General Service may receive an amount subject to a maximum of one scale higher than the standard scale stipulated here.

\*\*\* This post is restricted to officers sourced from within the Ministry for Foreign Affairs. The Secretariat posting is to be considered an extension of the officer's current posting at the Ministry for Foreign Affairs.

\*\*\*\* The salaries of public officers appointed to these positions cannot increase by more than two scales above their substantive General Service scale

\*\*\*\*\* The salaries of public officers appointed to these positions cannot increase by more than one scale above their substantive General Service scale

***4.3. Appendix 3: Procedures for the  
engagement of Secretariat Staff***

#### 4.3.1. Purpose

The engagement of any member of staff in a Secretariat is to be regulated by an Agreement, the provisions of which will vary according to whether the individual is recruited from:

- the General or Public Service;
- a parastatal or other public sector organisation; or
- outside the public sector.

This section details procedures for engaging members of staff from all of the above categories. Specimen Secretariat Agreements are also provided at Appendix 4.3.8. The section concludes with procedures for the termination or extension of Secretariat Agreements.

#### 4.3.2. Engagement of individuals from outside the public sector

The following documentation is required in the case of individuals recruited externally for a Ministers' Secretariat position:

Secretariat Agreement

This will be issued to, and signed by, every Secretariat staff member including those recruited from outside Government. To be signed by the Permanent Secretary of the Ministry concerned on behalf of the Government.

Appendix A - Position Description

Secretariat posts from Head of Secretariat down to Co-ordinator level are covered by a position description that must be incorporated with the Secretariat Agreement. Position descriptions are found in appendix 4.1.

Appendix B - Contract of Employment

This contract is to be issued to external recruits only.

4.3.3. Engagements of individuals from parastatal or other public sector organisations

Individuals from parastatal or other public sector organisations are required to take unpaid leave from their employer before taking up a Secretariat post. While they are performing duties in a Secretariat, these individuals will be paid the salary attached to the Secretariat position they have been appointed to.

In the case of individuals who are currently on a definite contract with a parastatal organisation, this contract will be suspended for the duration of their attachment to a Ministers' Secretariat.

The following documentation is required in the case of an individual engaged from a parastatal organisation:

Covering letter signed by the Director General, Management and Personnel Office, and issued to the employer organisation: This letter stipulates that all seniority and promotion rights as defined in the collective agreement of their employer organisation will be retained by the employee for the duration of the attachment to a Secretariat. A specimen letter is attached as Specimen 1.

Secretariat Agreement This will include remuneration details. To be signed by the individual and the Permanent Secretary of the Ministry concerned on behalf of the Government.

Appendix A - Position Description Secretariat posts from Head of Secretariat down to Co-ordinator are covered by a position description that must be incorporated with the Secretariat Agreement. Position descriptions for these posts are found in appendix 4.1.

Appendix B1 - Contract of Employment This contract is only to be issued to, and signed by, individuals from any parastatal or public sector organisation being attached to a Secretariat.

#### 4.3. 4. Appointment of Public Officers to a Secretariat position

Given that Secretariat positions are pegged to analogous General Service grades as indicated in appendix 4.2, public officers are required to sign a Secretariat Agreement stipulating that, for their duration of their attachment to a Secretariat, they are to receive the salary scale and other benefits specified for the position they are appointed to. Public officers will then revert to their substantive salary scale on the termination of this Agreement.

The following documentation is required in the case of public officers appointed to a Ministers' Secretariat position:

Covering letter from Permanent Secretary of Ministry concerned

This covering letter is only issued to public officers. The primary intention is to stipulate the salary scale that the officer is eligible to receive for the duration of his/her attachment to the Secretariat, while also stating that this is a temporary measure and that the officer will revert to his/her substantive grade on termination of the Agreement.

Ministerial Secretariat Agreement

This will include remuneration details. To be signed by the individual and the Permanent Secretary of the Ministry concerned on behalf of the Government.

Appendix A - Position Description

Secretariat posts from Head of Secretariat down to Co-ordinator are covered by a position description that must be incorporated with the Secretariat Agreement. Position descriptions for these posts are found in appendix 4.1.

[Specimen letter to be issued by the Director General, Management and Personnel Office, to the employer parastatal organisation]

Dear

Subject: [Insert name of individual]

I confirm Mr/Ms [insert name] attachment to the [Prime Minister's, Minister's, Parliamentary Secretary's] Secretariat, Ministry [insert Ministry name] effective from [insert start date of Secretariat Agreement].

Mr/Ms [insert name] is to take unpaid leave from [insert organisation name] for the duration of the attachment. He/she will revert to full-time employment with your organisation on termination of this attachment.

It is stipulated that for the duration of the attachment to the Secretariat, all seniority and promotion rights enjoyed by Mr/Mrs [insert name] as defined in the collective agreement of [insert organisation name] will be retained.

Kindly acknowledge receipt of this letter.

Director General  
Management and Personnel Office

### 4.3.5 Procedures for OPM Approval and Security Clearance

#### 4.3.5.1. OPM Approval

Appointments to all Secretariat positions require the approval of the Prime Minister. Requests for such approval are to be addressed to the Head of the Prime Minister's Secretariat and copied to the Cabinet Secretary.

In the case of all posts from Head of Secretariat down to Co-ordinator level, as well as in the case of any individuals recruited from outside the public sector to any Secretariat post, a curriculum vita of the individuals concerned is to be provided when seeking OPM approval.

#### 4.3.5.2. Security Issues

Any Secretariat appointment is dependent on security clearance from the Head of the Security Service. Individuals appointed to any Secretariat position (including minor staff) must be cleared by the Security Service. This condition applies to both public officers and individuals recruited externally.

Specimen 2 is a draft memorandum from Ministers and Parliamentary Secretaries which:

- requests the required OPM approval;
- captures the required information regarding private staff so that security clearance can be obtained.

Each Minister and Parliamentary Secretary must forward this memorandum whenever an appointment is to be made. Security Service updates are required during the month of January of each year.

[Specimen memorandum from Ministers and Parliamentary Secretaries to the Head of the Prime Minister's Secretariat and copied to the Cabinet Secretary]

**Subject:** OPM Approval and Security Clearance for Staff in Ministers' Secretariats

Further to the circulation of the Memorandum entitled 'Engagement of Staff for Ministers' Secretariats', please find the requested information regarding the following individual/s who is/are being considered for an appointment in my Secretariat.

Curriculum vitae in respect of each individual are attached to this memorandum. [this applies to any individual being considered for a top post (down to Co-ordinator level), as well as for any individual who would be engaged from outside the public sector].

Proposed Position Title	Name	Address	Identity Card Number	Type of Engagement
				[In this column please specify whether the individual is to be recruited from within the Public Service (in which case details regarding his/her current substantive grade and duties are to be provided), from a parastatal or Public Sector organisation, or from outside the public sector.

### 4.3.6 Procedures for the Termination or Extension of Secretariat Agreements

#### 4.3.6.1 Extension of Agreements

All Secretariat Agreements are effective for one year commencing on the date on which the officer first assumed his or her Secretariat duties.

At least six weeks prior to the expiry of an officer's Agreement, the Head of the Secretariat is to consult with the Minister or Parliamentary Secretary as to whether this individual's Agreement should be extended for a further period of one year.

If the Agreement is to be extended, the Head is to forward the name of this individual to the Permanent Secretary of the Ministry concerned. A specimen memorandum is attached as Specimen 3.

Once that is done, the letter attached as Specimen 4 is to be issued to the officer by the Permanent Secretary of the Ministry concerned to formalise this extension. Once countersigned by the officer, it should be attached to the original Secretariat Agreement as an integral part of the original Agreement.

#### 4.3.6.2 Termination of Agreements

In cases where the Minister or Parliamentary Secretary decide that an Agreement should be terminated, due attention should be paid to the requirements (in terms of notice period, termination benefits etc.) specified in the relevant clauses of the Agreement – this applies particularly to individuals recruited from outside the public sector or from a parastatal or other public sector organisation.

On termination of a public officer's Secretariat Agreement, the Permanent Secretary of the Ministry concerned is to inform the Management and Personnel Office that the officer is available for re-deployment. Without any exception, the re-deployment of the officer is then to be handled solely by the Management Personnel Office in line with standing procedures.

[Specimen memorandum to be sent by the Head of the [Prime Minister's, Minister's, Parliamentary Secretary's] Secretariat to the Permanent Secretary of the Ministry concerned prior to the expiry of Secretariat Agreements]

Extension of Secretariat Agreements

Please be informed that the Minister has agreed to the extension of the Secretariat Agreement/s of the following individual/s for a period of one year with effect from [insert date].

Name	Position

Head of Secretariat, \_\_\_\_\_

[Specimen letter to be issued by the Permanent Secretary of the Ministry concerned to officers on extension of their Secretariat Agreement]

Dear [insert name]

Position: [insert position title]

I wish to inform you that the Secretariat Agreement signed on [insert date] by which you were assigned the position of [insert position title] in the Secretariat of the [Prime Minister, Minister, Parliamentary Secretary], [insert Ministry name], is being extended under the same terms and conditions as stipulated in the above-mentioned Agreement for a period of one year commencing on [insert expiry date of Agreement].

To signify your acceptance of this extension please countersign this letter and return it early to the undersigned. You should keep a copy for your records.

\_\_\_\_\_  
[Name in block letters]  
Permanent Secretary, [insert Ministry name]

\_\_\_\_\_  
[Name in block letters]  
[insert Position Title]

#### 4.3.7 Impact of a Re-shuffle on Secretariat Agreements

When a Minister or Parliamentary Secretary changes his/her ministerial portfolio as a result of a Ministerial reshuffle, the following procedures will apply:

- 4.3.7.1 Officers who are to remain with the Minister/Parliamentary Secretary's staff will retain their current Secretariat Agreement. This will be amended to reflect the fact that the Minister's /Parliamentary Secretary's designation has changed. These Agreements will remain in force until their original expiry date. The question of terminal benefits, therefore, does not arise.
- 4.3.7.2 Officers who take up positions in another Minister's/Parliamentary Secretary's Secretariat Agreement should sign a new Secretariat Agreement. As in the case of 4.3.6.1 above, the question of terminal benefits does not arise.
- 4.3.7.3 Officers recruited from outside the public sector or from a public sector organisation who take up any new position within government immediately on leaving a Secretariat, are not entitled to any terminal benefits.

#### 4.3.8 Specimen Contracts

Six specimen Secretariat Agreements have been drawn up for different categories of Ministers' Secretariat staff. The cover page of each specimen clearly indicates which of the documents are required in the case of public officers as well as individuals recruited externally or from parastatal organisations. Standard remuneration packages and benefits (which are pegged to analogous General Service grades) are specified in appendix 4.2 of this Report.

The specimen contracts are attached as follows:

##### Specimen 5

- Head of the Prime Minister's Secretariat
- Private Secretary to the Prime Minister
- Assistant Private Secretary to the Prime Minister
- Personal Assistant to the Minister
- Private Secretary to the Minister
- Personal Assistant to the Parliamentary Secretary
- Private Secretary to the Parliamentary Secretary

##### Specimen 6

- Assistant Private Secretary to the Minister

##### Specimen 7

- OPM Communications Co-ordinator
- OPM Policy Co-ordinator
- OPM Diplomatic Co-ordinator
- Ministry Communications Co-ordinator
- Ministry Policy Co-ordinator
- Parliamentary Secretariat Communications Co-ordinator

##### Specimen 8

- OPM Projects Co-ordinator
- OPM Office Co-ordinator
- OPM Logistics Co-ordinator
- Ministry Projects Co-ordinator (where required)
- Ministry Office Co-ordinator (where required)

##### Specimen 9

- OPM Secretariat Officer
- Secretariat Officer
- Member of Secretariat Pool

##### Specimen 10

- Personal Driver/Security Officer

Specimen Secretariat Agreement for the positions of:

- Head of the Prime Minister's Secretariat
- Private Secretary to the Prime Minister
- Assistant Private Secretary to the Prime Minister
- Head of the Minister's Secretariat
- Private Secretary to the Minister
- Head of the Parliamentary Secretary's Secretariat
- Private Secretary to the Parliamentary Secretary

Public officers appointed to the above positions should receive:

1. A covering letter (Document 5a)
2. A Secretariat Agreement (Document 5b)
3. Appendix A - Position Description (Document 5c)

Individuals from outside the public sector appointed to the above positions should receive:

1. A Secretariat Agreement (Document 5b)
2. Appendix A - Position Description (Document 5c)
3. Appendix B - External Contract (Document 5d)

Employees of parastatal or other public sector organisations appointed to the above positions should receive:

1. A Secretariat Agreement (Document 5b)
2. Appendix A - Position Description (Document 5c)
3. Appendix B1 - Contract (Document 5e)

*[Specimen covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]*

Dear

I wish to inform you that you are being assigned the position of [insert position title] in the Secretariat of the Minister [Parliamentary Secretary], [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement together with a position description detailing your new role and responsibilities. You are asked to call at the office of the Permanent Secretary, Ministry [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that your annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No [insert analogous scale].

Upon termination of the Agreement or in the event of a change of Government or the Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade.

You will however be entitled to continue to receive the following benefits for the remainder of the month in which the termination or change is effected:

- (a) the expense allowance equivalent to the analogous grade [insert analogous grade]
- (b) the stipulated monthly allowance as compensation for overtime
- (c) free telephone facilities.

# Secretariat Agreement

An agreement entered into on \_\_\_\_\_

between

the Government of Malta

as herein represented by the Permanent Secretary, Ministry

\_\_\_\_\_  
(hereinafter referred to as the 'Government')

and

Mr / Ms \_\_\_\_\_

(Identity Card No. \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

1. **Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of [insert position title] to the Honourable [insert Minister's name], Minister [insert title] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of the Head of the Parliamentary Secretary's Secretariat/Private Secretary to the Parliamentary Secretary:*

The Officer is being assigned the position and the duties of [insert position title] to the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. **Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

3. **Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade [insert grade], that is Lm [insert amount], (\_\_\_\_\_ thousand and \_\_\_\_\_ hundred Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, he/she shall receive the mid-year and Christmas Bonus and any other statutory benefits, including approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 25 percent of Salary Scale 7 paid in twelve instalments at the end of each calendar month as compensation for any time worked beyond the normal working hours of the office, or on any public holiday or day of rest.

For the duration of this Agreement, the Officer will also receive the following benefits attached to the position:

- (a) expense allowance equivalent to the analogous General Service grade [insert grade - applicable only to grade 4 and above];
- (b) *either*  
provision of fully expensed office car, subject to approved consumption ceiling  
*or*  
car allowance of Lm2,000 for the whole year;
- (c) free telephone facilities.

4. **Applicable Rules and Regulations**

The Officer shall conform to general Government rules and regulations insofar as they may be applicable and shall also be regulated by the provisions of the Official Secrets Act as applicable to a "public officer" as defined therein, and by the Code of Ethics which may from time to time be applicable to public officers.

5. **Appendices**

The attached Appendices constitute an integral part of the Agreement.

\_\_\_\_\_  
(Name in Block Letters)  
Officer

\_\_\_\_\_  
(Name in Block Letters)  
on behalf of the Government

*Insert the relevant position description*

[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector]

THE ENGAGEMENT, ON CONTRACT, OF A FULL-  
TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of the Head of the Parliamentary Secretary's Secretariat/Private Secretary to the Parliamentary Secretary:*

The Officer is being assigned the position and the duties of [insert position title] to the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.

- 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.
- 6 Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
- 7 This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of Government or Minister [Parliamentary Secretary], when the Officer would be expected to offer his/her resignation, the agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six month's salary. The Officer shall also continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the expense allowance equivalent to the analogous grade [insert analogous grade]
  - (b) the stipulated monthly allowance as compensation for overtime
  - (c) free telephone facilities.
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one month's salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, he/she shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from his/her salary to make good the damage or any part thereof, the amount of which shall be determined by the Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to the Government as to whether he/she desires to extend this Agreement and the Government shall thereupon determine whether it will extend his / her engagement for a further period.
14. If the Government offers an extension of his/her engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

\_\_\_\_\_

Signed by:

Mr/Ms \_\_\_\_\_

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[This appendix constitutes a contract of employment and will only apply to individuals from parastatal or other public sector organisations]

THE ENGAGEMENT, ON CONTRACT, OF A FULL-  
TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of the Head of the Parliamentary Secretary's Secretariat/Private Secretary to the Parliamentary Secretary:*

The Officer is being assigned the position and the duties of [insert position title] to the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. Upon termination of this Agreement or in the event of a change of Government or Minister [Parliamentary Secretary], the Officer shall revert to paid employment with the public sector organisation he/she is employed with. The Officer shall however continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the expense allowance equivalent to the analogous grade [insert analogous grade - only applicable to grade 4 and above];
  - (b) the stipulated monthly allowance as compensation for overtime;
  - (c) free telephone facilities.
10. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, he/she shall be liable to pay a penalty equivalent to one month's salary.
11. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from his/her salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
12. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend his / her engagement for a further period.
13. If Government offers an extension of his/her engagement this shall be on such terms and for such periods as may be mutually agreed upon.

Specimen Secretariat Agreement for the position of:

- Assistant Private Secretary to the Minister

Public Officers appointed to the above position should receive:

1. A covering letter (Document 6a)
2. A Secretariat Agreement (Document 6b)
3. Appendix A - Position Description (Document 6c)

Individuals from outside Government appointed to the above position should receive:

1. A Secretariat Agreement (Document 6b)
2. Appendix A - Position Description (Document 6c)
3. Appendix B - External Contract (Document 6d)

Employees of parastatal organisations appointed to the above position should receive:

1. A Secretariat Agreement (Document 6b)
2. Appendix A - Position Description (Document 6c)
3. Appendix B1 - Contract (Document 6e)

*[Specimen covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]*

Dear

I wish to inform you that you are being assigned the position of Assistant Private Secretary to the Minister [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement together with a position description detailing your new role and responsibilities. You are asked to call at the office of the Permanent Secretary, Ministry [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that your annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No 7.

Upon termination of the Agreement or in the event of a change of Government or the Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade. You will however be entitled to continue to receive the following benefits for the remainder of the month in which the termination or change is effected:

- (a) the stipulated monthly allowance as compensation for overtime
- (b) free telephone facilities.

# Secretariat Agreement

An agreement entered into on \_\_\_\_\_  
between

the Government of Malta

as herein represented by the Permanent Secretary, Ministry  
\_\_\_\_\_

(hereinafter referred to as the 'Government')

and

Mr / Ms \_\_\_\_\_

(Identity Card No \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

1. **Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of Assistant Private Secretary to the Honourable [insert Minister's name], Minister [insert title] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. **Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

3. **Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade 7, that is Lm [insert amount] ( \_\_\_\_\_ thousand and \_\_\_\_\_ hundred Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, the Officer shall receive the mid-year and Christmas Bonus and any other statutory benefits, including approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 25 percent of salary scale 7 paid in twelve instalments at the end of each calendar month as compensation for any time worked beyond the normal working hours of the office, or on any public holiday or day of rest.

For the duration of this Agreement, the Officer will also receive the following benefits attached to the position:

- (a) *either*  
provision of fully expensed office car, subject to approved consumption ceiling  
*or*  
car allowance of Lm2,000 for the whole year;
- (b) free telephone facilities.



*Insert the relevant position description*

*[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector ]*

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**THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME ASSISTANT PRIVATE  
SECRETARY TO THE MINISTER**

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of Assistant Private Secretary to the Honourable [insert Minister's name], Minister of [Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister.
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister may approve.
- 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of Government or Minister, when the Officer would be expected to offer his/her resignation, the agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six months' salary. The Officer shall also continue to receive the following benefits for the remainder of the month in which the termination or change is effected:

- (a) free telephone facilities
- (b) the stipulated monthly allowance as compensation for overtime.

10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one month's salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If the Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by: \_\_\_\_\_

Mr/Ms. \_\_\_\_\_

ID No: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[This appendix constitutes a contract of employment and will only apply to individuals from parastatal or other public sector organisations]*

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**THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME ASSISTANT PRIVATE  
SECRETARY TO THE MINISTER**

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of Assistant Private Secretary to the Honourable [insert Minister's name], Minister of [Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister.
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister may approve.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. Upon termination of this Agreement or in the event of a change of Government or Minister, the Officer shall revert to paid employment with the public sector organisation he/she is employed with. The Officer shall however continue to receive the following benefits for the remainder of the month in which the termination or change is effected:

(a) free telephone facilities

(b) the stipulated monthly allowance as compensation for overtime.

10. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
11. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
12. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
13. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

\_\_\_\_\_

Signed by:

\_\_\_\_\_

Mr/Ms  
ID No. \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Address of Witness:

\_\_\_\_\_

\_\_\_\_\_

Specimen Secretariat Agreement for the positions of:

- OPM Communications Co-ordinator
- OPM Diplomatic Co-ordinator
- OPM Policy Co-ordinator
- Ministry Communications Co-ordinator
- Ministry Policy Co-ordinator
- Parliamentary Secretariat Communications Co-ordinator

Public officers appointed to the above positions should receive:

1. A covering letter (Document 7a)
2. A Secretariat Agreement (Document 7b)
3. Appendix A - Position Description (Document 7c)

Individuals from outside the public sector appointed to the above positions should receive:

1. A Secretariat Agreement (Document 7b)
2. Appendix A - Position Description (Document 7c)
3. Appendix B - External Contract (Document 7d)

Employees of Parastatal or other public sector organisations appointed to the above positions should receive:

1. A Secretariat Agreement (Document 7b)
2. Appendix A - Position Description (Document 7c)
3. Appendix B1 - Contract (Document 7e)

*[Specimen covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]*

Dear

I wish to inform you that you are being assigned the position of [insert position title] in the Secretariat of the Minister [Parliamentary Secretary], [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement together with a position description detailing your new role and responsibilities. You are asked to call at the office of the Permanent Secretary, Ministry [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that your annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No [insert analogous scale].

Upon termination of the Agreement or in the event of a change of Government or the Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade. You will however be entitled to continue to receive the following benefits for the remainder of the month in which the termination or change is effected:

- (a) the stipulated monthly allowance as compensation for overtime
- (b) *either*  
free telephone facilities (in the case of Communications/OPM Diplomatic Co-ordinators only)  
*or*  
telephone allowance (in the case of Policy Co-ordinators).

# Secretariat Agreement

An agreement entered into on \_\_\_\_\_

between

the Government of Malta

as herein represented by the Permanent Secretary, Ministry  
\_\_\_\_\_

(hereinafter referred to as the 'Government')

and

Mr / Ms \_\_\_\_\_

(Identity Card No \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

1. **Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert title] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of Parliamentary Secretariat Communications Co-ordinator*

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. **Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

3. **Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade [insert grade], that is Lm [insert amount], ( \_\_\_\_\_ thousand and \_\_\_\_\_ hundred Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, he/she shall receive the mid-year and Christmas Bonus and any other statutory benefits, including approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 20 percent of salary scale 7 paid in twelve instalments at the end of each calendar month as compensation for any time worked beyond the normal working hours of the office, or on any public holiday or day of rest.

For the duration of this Agreement, the Officer will also receive the following benefits attached to the position:

(a) car allowance of Lm 2000 for the whole year

(b) *either*

free telephone facilities (in the case of Communications/OPM Diplomatic Co-ordinators only)

*or*

telephone allowance of Lm225 in the whole year (in the case of Policy Co-ordinators).



*Insert the relevant position description*

*[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector]*

THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister of [insert title] hereinafter referred to as the Minister, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of Parliamentary Secretariat Communications Co-ordinator*

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
- 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.

7. This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of Government or the Minister [Parliamentary Secretary], when the Officer would be expected to offer his/her resignation, the Agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six months' salary. The Officer shall also continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the stipulated monthly allowance as compensation for overtime
  - (b) *either*  
free telephone facilities (in the case of Communications Co-ordinators only)  
*or*  
telephone allowance (in the case of Policy Co-ordinators).
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one month's salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to the Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by:

\_\_\_\_\_  
Mr/Ms

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

*[This appendix constitutes a contract of employment and will only apply to individuals from parastatal or other public sector organisations]*

THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister of [insert title] hereinafter referred to as the Minister, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

*Replace the above with the following paragraph in the case of Parliamentary Secretariat Communications Co-ordinator*

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].

3. The agreement is effective as from the \_\_\_\_\_

4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. Upon termination of this Agreement or in the event of a change of Government or Minister [Parliamentary Secretary], the Officer shall revert to paid employment with the parastatal organisation he/she is employed with. The Officer shall however continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the stipulated monthly allowance as compensation for overtime;
  - (b) *either*  
free telephone facilities (in the case of Communications Co-ordinators)  
*or*  
telephone allowance (in the case of Policy Co-ordinators).
10. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
11. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
12. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
13. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

\_\_\_\_\_

Signed by:

Mr/Ms \_\_\_\_\_

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_  
\_\_\_\_\_

Specimen Secretariat Agreement for the positions of:

- OPM Projects Co-ordinator
- OPM Office Co-ordinator
- OPM Logistics Co-ordinator
- Ministry Projects Co-ordinator (where required)
- Ministry Office Co-ordinator (where required)

Public officers appointed to the above positions should receive:

1. A covering letter (Document 8a)
2. A Secretariat Agreement (Document 8b)
3. Appendix A - Position Description (Document 8c)

Individuals from outside the public sector appointed to the above positions should receive:

1. A Secretariat Agreement (Document 8b)
2. Appendix A - Position Description (Document 8c)
3. Appendix B - External Contract (Document 8d)

Employees of Parastatal or other public sector organisations appointed to the above positions should receive:

1. A Secretariat Agreement (Document 8b)
2. Appendix A - Position Description (Document 8c)
3. Appendix B1 - Contract (Document 8e)

Document 8a

*[Specimen covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]*

Dear

I wish to inform you that you are being assigned the position of [insert position title] in the Secretariat of the Minister [Parliamentary Secretary], [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement together with a position description detailing your new role and responsibilities. You are asked to call at the office of the Permanent Secretary, Ministry [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that your annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No [insert analogous scale]

Upon termination of the Agreement or in the event of a change of Government or the Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade. You will however be entitled to continue to receive the following benefits for the remainder of the month in which the termination or change is effected.

- (a) the stipulated monthly allowance as compensation for overtime
- (b) telephone allowance of Lm225

# Secretariat Agreement

An agreement entered into on \_\_\_\_\_

between

the Government of Malta

as herein represented by the Permanent Secretary, Ministry  
\_\_\_\_\_

(hereinafter referred to as the 'Government')

and

Mr/ Ms \_\_\_\_\_

(Identity Card No. \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

**1. Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert title] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.

**2. Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

**3. Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade [insert grade], that is Lm [insert amount], (\_\_\_\_\_ thousand and \_\_\_\_\_ hundred Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, he/she shall receive the mid-year and Christmas Bonus and any other statutory benefits, including approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 20 percent of salary scale 7 paid in twelve instalments at the end of each calendar month in compensation for any hours worked beyond the normal working hours of the office, or on any public holiday or day of rest.

For the duration of this Agreement, the Officer will also receive the following benefits attached to the position:

- (a) car allowance of Lm800 for the whole year
- (b) a telephone allowance of Lm225 for the whole year

4. **Applicable Rules and Regulations**

The Officer shall conform to general Government rules and regulations insofar as they may be applicable and shall also be regulated by the provisions of the Official Secrets Act as applicable to a "public officer" as defined therein, and by the Code of Ethics which may from time to time be applicable to public officers.

5. **Appendices**

The attached Appendices constitute an integral part of the Agreement.

\_\_\_\_\_  
(Name in Block Letters)  
Officer

\_\_\_\_\_  
(Name in Block Letters)  
on behalf of the Government

*Insert the relevant position description*

*[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector]*

---

THE ENGAGEMENT, ON CONTRACT, OF A FULL-  
TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister.
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister may approve.
  - 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.

6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by the Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of Government or Minister, when the Officer would be expected to offer his/her resignation, the Agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six months' salary. The Officer shall also continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the stipulated monthly allowance as compensation for overtime
  - (b) telephone allowance of Lm200.
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one months' salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one months' salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister or from any neglect of duty whatsoever and without prejudice to any other action, the officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If the Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by:

Mr/Ms

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_  
\_\_\_\_\_

[This appendix constitutes a contract of employment and will only apply to individuals from parastatal or other public sector organisations]

THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry. The functions and responsibilities attaching to this position and for which the Officer shall be held accountable are as outlined in Appendix 'A' to this Agreement.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister.
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for thirty working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister may approve.

6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by the Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. Upon termination of this Agreement or in the event of a change of Government or Minister, the Officer shall revert to paid employment with the parastatal organisation he/she is employed with. The Officer shall be entitled to continue to receive the following benefits for the remainder of the month in which the termination or change is effected:
  - (a) the stipulated monthly allowance as compensation for overtime
  - (b) telephone allowance of Lm200.
10. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
11. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
12. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to the Government as to whether he/she desires to extend this Agreement and the Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
13. If the Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

\_\_\_\_\_

Signed by:

Mr/Ms \_\_\_\_\_

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Address of Witness:

\_\_\_\_\_

\_\_\_\_\_

Specimen Secretariat Agreement for the positions of:

- OPM Secretariat Officer
- Secretariat Officer
- Member of Secretariat Pool
- OPM Senior Secretariat Messenger
- Secretariat Messenger/Charwoman

Public officers appointed to the above positions should receive:

1. A covering letter (Document 9a)
2. Secretariat Agreement (Document 9b)

Individuals from outside the public sector appointed to the above positions should receive:

1. A Secretariat Agreement (Document 9b)
2. Appendix A - External Contract (Document 9c)

Employees of parastatal or other public sector organisations appointed to the above positions should receive:

1. A Secretariat Agreement (Document 9b)
2. Appendix A1 - Contract (Document 9d)

Document 9a

[Draft covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]

Dear

I wish to inform you that you are being assigned the position of [insert position title] in the Secretariat of the Minister [Parliamentary Secretary], [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement. You are asked to call at the office of the Permanent Secretary, Ministry [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that the annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No ( \_\_\_\_ ).

Upon termination of the Agreement or in the event of a change of Government or Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade. You will however be entitled to continue to receive the stipulated monthly allowance as compensation for overtime for the remainder of the month in which the termination or change is effected.

# Secretariat Agreement

An agreement entered into on \_\_\_\_\_

between

**the Government of Malta**

as herein represented by the Permanent Secretary, Ministry

\_\_\_\_\_  
(hereinafter referred to as the 'Government')

and

Mr / Ms \_\_\_\_\_

(Identity Card No \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

**1. Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister of [insert title] hereinafter referred to as the Minister, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of an attachment to the Secretariat of a Parliamentary Secretary.*

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry.

**2. Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

**3. Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade [insert grade], that is Lm [insert amount], (\_\_\_\_ thousand and \_\_\_\_ hundred Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, he/she shall receive the mid-year and Christmas Bonus and any other statutory benefits, including approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 20 percent of:

*either*

*[salary scale 10 – in the case of OPM and Ministry Secretariat Officers]*

*or*

*[salary scale 14 – in the case of members of the Secretariat Pool, OPM Senior Secretariat Messenger and Secretariat Messengers/Charwomen]*

paid in twelve instalments at the end of each calendar month as compensation for any time worked beyond the normal working hours of the office, or on any public holiday or day of rest. Provided that if such overtime exceeds fifty hours in any one month, the [insert position title] shall also be entitled to an additional allowance of Lm40 for that month.

4. **Applicable Rules and Regulations**

The Officer shall conform to general Government rules and regulations insofar as they may be applicable and shall also be regulated by the provisions of the Official Secrets Act as applicable to a "public officer" as defined therein, and by the Code of Ethics which may from time to time be applicable to public officers.

5. **Appendices**

The attached Appendices constitute an integral part of the Agreement.

\_\_\_\_\_  
(Name in Block Letters)  
Officer

\_\_\_\_\_  
(Name in Block Letters)  
on behalf of the Government

*[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector]*

THE ENGAGEMENT, ON CONTRACT, OF A FULL-  
TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister of [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of an attachment to the Secretariat of a Parliamentary Secretary.*

The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [or Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_
4. The Officer shall be allowed full-pay sick leave for fifteen working days and half-pay sick leave for a similar period. If a medical officer employed by Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
- 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by the Government by giving one month's written notice.

8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of Government or Minister [Parliamentary Secretary], when the Officer would be expected to offer his/her resignation, the agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six months' salary. The Officer shall also continue to receive the stipulated monthly allowance as compensation for overtime for the remainder of the month in which the termination or change is effected.
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one month's salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by:

\_\_\_\_\_

Mr/Ms

ID No \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness:

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---

[This appendix constitutes a contract of employment and will only apply to individuals from parastatal and other public sector organisations]

THE ENGAGEMENT, ON CONTRACT, OF A FULL-  
TIME [insert position title]

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Minister's name], Minister of [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of an attachment to the Secretariat of a Parliamentary Secretary.*

- The Officer is being assigned the position and the duties of [insert position title] in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry of [insert Ministry name] hereinafter referred to as the Ministry.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [or Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for fifteen working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by the Government by giving one month's written notice.
8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.

9. Upon termination of this Agreement or in the event of a change of Government or Minister [Parliamentary Secretary], the Officer shall revert to paid employment with the parastatal organisation he/she is employed with. The Officer shall however continue to receive the stipulated monthly allowance as compensation for overtime for the remainder of the month in which the termination or change is effected.
10. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
11. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
12. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
13. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

\_\_\_\_\_

Signed by:

Mr/Ms

ID No. \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specimen Secretariat Agreement for the position of:

- Personal Driver/Security Officer

Public officers appointed to the above positions should receive:

1. A Covering letter (Document 10a)
2. Secretariat Agreement (Document 10b)

Individuals from outside the public sector appointed to the above position should receive:

1. A Secretariat Agreement (Document 10b)
2. Appendix A - External Contract (Document 10c)

Employees of parastatal or other public sector organisations appointed to the above position should receive:

1. A Secretariat Agreement (Document 10a)
2. Appendix A1 - Contract (Document 10d)

Document 10a

[Specimen covering letter to be issued by the Permanent Secretary of the Ministry concerned to public officers only]

Dear

I wish to inform you that you are being assigned the position of Personal Driver/Security Officer in the Secretariat of the Minister [Parliamentary Secretary], [insert Ministry name].

I am attaching for your perusal a Secretariat Agreement. You are asked to call at the office of the Permanent Secretary, Ministry, [insert Ministry name] to sign this Agreement.

During the holding of this assignment you shall receive the pensionable emoluments applicable to your substantive grade of [insert substantive grade]. Your annual salary shall be supplemented by such sum as is required so that your annual remuneration in connection with your position shall be equivalent to the maximum of Salary Scale No [insert analogous scale].

Upon termination of the Agreement or in the event of a change of Government or Minister, you shall revert to your substantive grade of [insert substantive grade] and to the pay and employment conditions attaching to that grade. You will also be entitled to continue to receive the stipulated monthly allowance as compensation for overtime for the remainder of the month in which the termination or change is effected.

## Secretariat Agreement

An agreement entered into on \_\_\_\_\_

between

the Government of Malta

as herein represented by the Permanent Secretary, Ministry  
\_\_\_\_\_

(hereinafter referred to as the 'Government')

and

Mr / Ms \_\_\_\_\_

(Identity Card No \_\_\_\_\_)

(hereinafter referred to as the 'Officer')

Wherein the parties agree as follows:

**1. Assignment of Duties and Responsibilities**

The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Minister's name], Minister [insert title] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of a Personal Driver/Security Officer to the Parliamentary Secretary:*

The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

**2. Effective Date and Duration**

This Agreement shall be for a period of one (1) year commencing on \_\_\_\_\_

**3. Salary and Other Benefits**

The salary payable to the Officer shall be equivalent to that received by the analogous grade [insert grade], that is Lm [insert amount], (----- thousand and ----- hundred and Maltese Lira) for the whole year, paid in twelve instalments at the end of each calendar month. Any increases to this analogous grade will apply to the Officer automatically for the duration of this Agreement. In addition, he/she shall receive the mid-year and Christmas Bonus and any other statutory benefits, including the approved cost of living increases. The Officer will also be entitled to the payment of an allowance of 35 percent of salary scale 14 paid in twelve instalments at the end of each calendar month as compensation for any time worked beyond the normal working hours of the office, or on any public holiday or day of rest.

**4. Applicable Rules and Regulations**

The Officer shall conform to general Government rules and regulations insofar as they may be applicable and shall also be regulated by the provisions of the Official Secrets Act as applicable to a "public officer" as defined therein, and by the Code of Ethics which may from time to time be applicable to public officers.

**5. Appendices**

The attached Appendices constitute an integral part of the Agreement.

\_\_\_\_\_  
(Name in Block Letters)  
Officer  
Document 10c

\_\_\_\_\_  
(Name in Block Letters)  
on behalf of the Government

[This appendix constitutes a contract of employment and will only apply to individuals recruited from outside the public sector]

THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME PERSONAL  
DRIVER/SECURITY OFFICER

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of a Personal Driver/Security Officer to the Parliamentary Secretary:*

The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Parliamentary Secretary's name], hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name], hereinafter referred to as the Ministry.

2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_
4. The Officer shall be allowed full-pay sick leave for fifteen working days and half-pay sick leave for a similar period. If a medical officer employed by Government certifies that, by reason of ill-health, the officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
  - 5 (a) In the exceptional event that this contract is terminated in conformity with clause 9, the officer shall be paid in full and as a lump sum for any accumulated vacation leave.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by Government by giving one month's written notice.

8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. In the event of a change of the Government or Minister [Parliamentary Secretary], when the Officer would be expected to offer his/her resignation, the Agreement may be terminated by either party forthwith and in this case the Officer shall receive a terminal benefit equivalent to six months' salary. The Officer shall also continue to receive the stipulated monthly allowance as compensation for overtime during the remainder of the month in which the termination or change is effected.
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one months' salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to the Government as to whether he/she desires to extend this Agreement and the Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If the Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by:

\_\_\_\_\_

Mr/Ms

ID No \_\_\_\_\_

Witnessed by:

\_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Address of Witness:

\_\_\_\_\_

\_\_\_\_\_

*[This appendix constitutes a contract of employment and will only apply to individuals from parastatal and other public sector organisations]*

THE ENGAGEMENT, ON CONTRACT, OF A FULL-TIME  
PERSONAL DRIVER/SECURITY OFFICER

Wherein the parties agree as follows:

1. The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Minister's name], Minister [insert Ministry name] hereinafter referred to as the Minister, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.

*Replace the above with the following paragraph in the case of Personal Driver/Security Officer to the Parliamentary Secretary:*

- The Officer is being assigned the position and the duties of Personal Driver/Security Officer in the Secretariat of the Honourable [insert Parliamentary Secretary's name] hereinafter referred to as the Parliamentary Secretary, within the Ministry [insert Ministry name] hereinafter referred to as the Ministry.
2. The Officer undertakes to perform his/her duties faithfully and diligently on a full-time basis for the period of one year, and will act in all respects according to the instructions or directives given to him/her by the Minister [Parliamentary Secretary].
3. The agreement is effective as from the \_\_\_\_\_.
4. The Officer shall be allowed full-pay sick leave for fifteen working days and half-pay sick leave for a similar period. If a medical officer employed by the Government certifies that, by reason of ill-health, the Officer is incapable of rendering further effective service, the employment of the said Officer shall be terminated from the date of such certification subject to the payment of the stipulated sick-leave entitlement.
5. The Officer shall be entitled to twenty-four days vacation leave on full pay to be availed of on such days as the Minister [Parliamentary Secretary] may approve.
6. Government may, without fault or liability, terminate this contract forthwith in the event that the Officer neglects his/her duties or in any manner misconducts him/herself or is otherwise in breach of any of the provisions herein contained.
7. This contract may be terminated by the Government by giving one month's written notice.

8. The Officer may, at any time after the expiration of one month from the commencement of this Agreement, terminate his/her contract by giving one month's notice in writing.
9. Upon termination of this Agreement or in the event of a change of Government or Minister [Parliamentary Secretary], the Officer shall revert to paid employment with the parastatal organisation he/she is employed with. The Officer shall however continue to receive the stipulated monthly allowance as compensation for overtime during the remainder of the month in which the termination or change is effected.
10. In the event that the Officer renews this contract for a successive number of years, the terminal benefit shall be calculated at the rate of one month's salary for every year of service or part thereof, subject to a minimum of six months' salary.
11. If the Officer determines his/her engagement otherwise than in accordance with this Agreement, the Officer shall be liable to pay a penalty equivalent to one month's salary.
12. In the event of pecuniary damage arising from disregarding or failing to comply with any order, standing order, or instruction given by the Minister [Parliamentary Secretary] or from any neglect of duty whatsoever and without prejudice to any other action, the Officer may be liable to a deduction from the Officer's salary to make good the damage or any part thereof, the amount of which shall be determined by Government.
13. One month prior to the expiry of this Agreement, the Officer shall give notice in writing to Government as to whether he/she desires to extend this Agreement and Government shall thereupon determine whether it will extend the Officer's engagement for a further period.
14. If Government offers an extension of the Officer's engagement this shall be on such terms and for such periods as may be mutually agreed upon.

As witness our hands the day and year above written.

Signed by, on behalf of the  
Government of Malta

Signed by:

Witnessed by:

Signature of Witness:

\_\_\_\_\_

Mr/Ms

ID No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Witness:

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