

GENERAL PROVISIONS APPLICABLE TO PUBLIC CALLS FOR APPLICATIONS FOR POSITIONS AT THE HOUSE OF REPRESENTATIVES, PARLIAMENT OF MALTA

1. Reasonable accommodation for registered persons with disability

1.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Speaker of the House of Representatives, Parliament of Malta.

1.2 Requests for reasonable accommodation are to be made to the Clerk of the House, Parliament of Malta.

1.3 Moreover, in those cases where the call for applications stipulates entry into a grade/position through an examination, whether public or internal, in the case of persons with a disability registered with the KNPD, special examination arrangements shall be made as established in the University of Malta Guidelines to MATSEC Examinations Access Arrangements, 2011 (these may be accessed on <http://www.um.edu.mt/about/services/support/access>).

2. Submission of recognition statements in respect of qualifications

2.1 With the exception of those qualifications referred to in paragraphs 2.2 and 2.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Such statement should be attached to the application and the original presented at the interview.

2.2 Prior to requesting recognition statements as per paragraph 2.1 above in respect of their qualifications, applicants should first consult the “List of Accredited Courses Offered by Licensed Institutions” of the NCFHE which can be accessed on <http://ncfhe.gov.mt/en/register/Pages/register.aspx>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 2.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

2.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the NCFHE, which on the certificates states: ‘The National Commission for Further and Higher Education deems this certificate to be MQF ____’.

2.4 In the case of qualifications not covered by 2.2 and 2.3, applicants are to submit the recognition statement as described in paragraph 2.1. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Parliament of

Malta as soon as it is available, and, in any case, by not later than four (4) months from the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, appointment cannot be made before the positive equivalence report is received from MQRIC.

3. Submission of representations regarding ineligibility, publication of result and submission of petitions relating to the result

3.1 Representations on issues of ineligibility may be made by applicants to the Speaker of the House of Representatives. Such representations, which are to be made in writing, are to reach the Clerk of the House within five (5) working days from the date on which the candidate is informed by the Selection Board that s/he is not eligible.

3.2 Results will be published by, and exhibited on the notice board of, the Parliament of Malta.

3.3 A notification of the issue of the result will (i) appear on the website of the Parliament of Malta and (ii) be sent via SMS alert to applicants who underwent assessment and who submitted a valid mobile phone number and (iii) by email to those applicants who underwent assessment and who submitted an email address with their application.

3.4 Petitions objecting to the result are to be submitted to the Speaker of the House of Representatives. Petitions are to reach the Clerk of the House within ten (10) working days from the date on which a notification appears on the website of the Parliament of Malta stating that the result has been published. Applicants are advised to regularly check the parliamentary website in order to be aware of the publication of the result. Failure to receive an SMS or email alert notifying the issue of the result does not constitute a justification for submitting a petition beyond the ten (10) working day time limit.

4. Medical Examination

Selected applicants will be medically examined to ascertain that he/she is fit for the position.

5. Downloading, submission and acknowledgement of applications

5.1 Applications may be submitted on the forms which can be downloaded from the website of the Parliament of Malta www.parlament.mt or obtained from the Finance and Administration Section at the House of Representatives, Parliament of Malta.

5.2 Applications received from abroad through email by the closing date and time of this call for applications may be considered provided that all requisite details are given. The formal application duly signed by such applicant must reach the Parliament of Malta, Freedom Square, Valletta VLT 1111 by not later than one week after the closing date together with an explanation for the delay. The e-mail address can be found on the call for applications.

5.3 (a) Applications delivered by hand will be acknowledged in writing by the Parliament of Malta and a receipt will be given in hand at the time of delivery.

(b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. Applications received by post will be acknowledged in writing within seven (7) days.

6. Retention of Documents

6.1 Unless otherwise specified in the call for applications personal data of applicants appointed to this position shall be retained for a period of ten (10) years from age of retirement by the Parliamentary Service. All other application forms will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a complaint connected with this call for applications has been filed).

6.2 In the case of EU funded/co-financed positions, personal data of applicants appointed to this position shall be retained for a period of ten (10) years from age of retirement by the Parliamentary Service. All other applications will be retained for the period stipulated in the regulations governing the EU programme for which the call for applications concerned is issued.

DISPOŻIZZJONIJIET ĠENERALI APPLIKABBLI GĦAL SEJĦIET GĦAL APPLIKAZZJONIJIET PUBBLIĊI GĦAL POŻIZZJONIJIET FIL-KAMRA TAD-DEPUTATI, PARLAMENT TA' MALTA

1. Akkomodazzjoni raġjonevoli għal persuni b'diżabilità rreġistrati

1.1 Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn bdil raġjonevoli skont Sezzjoni 7 tal-Att dwar Opportunitajiet Indaq (Persuni b'Diżabilità), (Kap. 413 tal-Liġijiet ta' Malta), anke jekk ma jkunux jissodisfaw għal kollox ir-rekwiżiti għal dan il-post/din il-pożizzjoni. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post/pożizzjoni fl-essenza tagħhom, u sakemm ikun hemm l-approvazzjoni tal-Ispeaker tal-Kamra tad-Deputati, Parlament ta' Malta.

1.2 Is-sottomissjonijiet għal akkomodazzjoni raġjonevoli għandhom isiru lill-Iskrivan tal-Kamra, Parlament ta' Malta.

1.3 Barra minn hekk, f'dawk il-każijiet fejn is-sejha għall-applikazzjonijiet tistipula d-dhul fil-grad/pożizzjoni permezz ta' eżami, kemm pubbliku kif ukoll intern, fil-każ ta' persuni b'diżabilità li huma rreġistrati mal-KNPD, isiru arrangamenti speċjali għall-eżami hekk kif stabbilit fil-*University of Malta Guidelines to MATSEC Examinations Access Arrangements, 2011* (li jistgħu jiġu aċċessati minn <http://www.um.edu.mt/about/services/support/access>).

2. Sottomissjoni ta' dikjarazzjoni ta' rikonoxximent dwar il-kwalifiki

2.1 B'eċċezzjoni għal dawk il-kwalifiki msemmija fil-paragrafu 2.2 u 2.2 hawn isfel, l-applikanti għandhom jipproduċu dikjarazzjoni ta' rikonoxximent maħruġa miċ-Ċentru Malti għal Rikonoxximent ta' Kwalifiki u ta' Informazzjoni (MQRIC) fi ħdan il-Kummissjoni Nazzjonali għall-Edukazzjoni Ogħla u Avanzata (NCFHE), li għandha tinkiseb permezz ta' applikazzjoni *online* fuq <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Din id-dikjarazzjoni għandha tiġi meħmuża mal-applikazzjoni, bl-originali tintwera waqt l-intervista.

2.2 Qabel ma jiġu mitluba dikjarazzjonijiet ta' rikonoxximent dwar il-kwalifiki skont paragrafu 2.1, l-applikanti huma mitluba l-ewwel jikkonsultaw il-“Lista ta' Korsijiet Akkreditati Offruti minn Istituzzjonijiet Liċenzjati” tal-NCFHE li tista' tinkiseb minn <http://ncfhe.gov.mt/en/register/Pages/register.aspx>. L-applikanti huma eżentati milli jipproduċu dikjarazzjonijiet ta' rikonoxximent hekk kif imsemmi f'paragrafu 2.1 jekk qegħdin jipprezentaw kwalifiki mnizzla f'din il-lista. L-applikanti għandhom jipprezentaw kopja stampata ta' din il-lista li tinkludi l-kwalifika meħtieġa.

2.3 Mhumiex meħtieġa dikjarazzjonijiet ta' rikonoxximent mill-MQRIC għall-kwalifiki maħruġa minn istituzzjonijiet Maltin li huma *self-accrediting*, jiġifieri mill-Università ta' Malta, il-Kulleġġ Malti għall-Arti, Xjenza u Teknoloġija (MCAST) u l-Institute of Tourism Studies (ITS); jew kwalunkwe kwalifika Maltija li giet akkreditata mill-NCFHE, li fuq iċ-ċertifikat jingħad “Il-Kummissjoni Nazzjonali għall-Edukazzjoni Ogħla u Avanzata jidhrilha li dan iċ-ċertifikat huwa ta' MQF _____”.

2.4 Fejn jikkonċerna l-kwalifiki l-oħrajn kollha li ma jaqgħux taħt paragrafu 2.2 u 2.3, l-applikanti huma meħtieġa jissottomettu dikjarazzjoni ta' rikonoxximent kif spjegat f'paragrafu 2.1. Dawk l-applikanti li m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni lill-Parlament ta' Malta kif tkun disponibbli, u mhux aktar tard minn erba' (4) xhur mid-data tal-għeluq tas-sejha għall-applikazzjonijiet. Applikanti jistgħu jiġu assessjati b'mod proviżorju sakemm ikunu għadhom qed jistennew id-dikjarazzjoni ta' rikonoxximent mill-MQRIC. Applikanti jiġu skwalifikati mill-proċess tal-għażla jekk id-dikjarazzjoni ta' rikonoxximent mill-MQRIC tkun fin-negattiv jew jekk id-dikjarazzjoni ma tiġix ippreżentata fi żmien erba' (4) xhur mid-data tal-għeluq tas-sejha għall-applikazzjonijiet. Barra minn hekk, sugġett li jkun hemm il-vakanzi, il-ħatra ma ssirx qabel ma tiġi ippreżentata d-dikjarazzjoni ta' rikonoxximent mill-MQRIC.

3. Sottomissjoni ta' rappreżentazzjonijiet dwar ineligibilità, pubblikazzjoni tar-riżultat u sottomissjoni ta' oġġezzjonijiet dwar ir-riżultat

3.1 Rappreżentazzjonijiet dwar ineligibilità jistgħu isiru mill-applikanti lill-Ispeaker tal-Kamra tad-Deputati. Dawn ir-rappreżentazzjonijiet, li għandhom isiru bil-miktub, għandhom jaslu għand l-Iskrivan tal-Kamra fi żmien ħamest (5) ijiem ta' xogħol mid-data li fiha l-kandidat ikun infurmat mill-Bord tal-Għażla li mhuwiex eligibbli.

3.2 Ir-riżultat jiġi ppubblikat minn, u esebit fuq, in-*noticeboard* tal-Parlament ta' Malta.

3.3 Avviż dwar il-ħruġ tar-riżultat (i) jidher fuq is-sit elettroniku tal-Parlament ta' Malta, (ii) jintbagħat permezz ta' SMS lill-applikanti li jkunu qagħdu għall-proċess tal-għażla u li jkunu sottomettew numru tal-telefown ċellulari validu u (iii) permezz ta' *email* lill-applikanti li jkunu qagħdu għall-proċess tal-għażla u li jkunu sottomettew indirizz elettroniku validu mal-applikazzjoni tagħhom.

3.4 Oġġezzjonijiet għar-riżultat għandhom jiġu sottomessi lill-Ispeaker tal-Kamra tad-Deputati. L-oġġezzjonijiet għandhom jaslu għand l-Iskrivan tal-Kamra fi żmien għaxart (10) ijiem ta' xogħol mid-data li fiha tidher notifikazzjoni fuq is-sit elettroniku tal-Parlament ta' Malta li tgħid li r-riżultat ħareġ. L-applikanti għandhom jiċċekkjaw regolarment is-sit elettroniku tal-Parlament sabiex ikunu infurmati dwar il-pubblikazzjoni tar-riżultat. Nuqqas li persuna tircievi avviż dwar il-ħruġ ta' riżultat permezz ta' SMS jew *email* ma jikkostitwixxi ġustifikazzjoni biex titressaq oġġezzjoni għar-riżultat wara l-għaxart (10) ijiem ta' xogħol imsemmija.

4. Eżami Mediku

Persuni magħżula jridu joqogħdu għal eżami mediku biex jiġi assigurat li huma adatti għal din il-ħatra.

5. Aċċess, sottomissjoni u riċevuta għall-applikazzjoni

5.1 L-applikazzjonijiet jistgħu jiġu sottomessi fuq il-formoli li jistgħu jitniżżlu mill-*website* tal-Parlament ta' Malta www.parlament.mt jew jinkisbu mit-Taqsima Riżorsi Umani u Finanzi tal-Kamra tad-Deputati.

5.2 Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' *email* jew ta' xi messagg ieħor simili sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. Il-formola tal-applikazzjoni ffirmata mill-applikant trid tasal għand il-Parlament ta' Malta, Pjazza Ғelsien, Il-Belt Valletta VLT 1111, mhux aktar tard minn ġimgħa wara d-data tal-għeluq tal-applikazzjonijiet u għandha tingħata spjegazzjoni għad-dewmien. L-indirizz tal-*email* jidher fis-sejha għall-applikazzjonijiet.

5.3 (a) Tingħata rċevuta minnufih bil-miktub għal kull applikazzjoni li titwassal sal-Parlament ta' Malta.

(b) Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati, u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data tal-għeluq. Irċevuta bil-posta fi żmien sebat (7) ijiem tintbagħat għal dawn l-applikazzjonijiet.

6. Żamma ta' dokumenti

6.1 Sakemm mhux speċikat mod ieħor fis-sejha għall-applikazzjonijiet, l-informazzjoni personali ta' dawk l-applikanti li jiġu maħtura f'din il-pożizzjoni, jibqgħu jinżammu mis-Servizz Parlamentari għal perjodu ta' għaxar (10) snin mill-età ta' rtirar. L-applikazzjonijiet l-oħra kollha jinżammu sa sena wara l-perjodu ta' validità tas-sejha tal-applikazzjonijiet (sakemm, f'dan iż-żmien, ma jiġix irreġistrat ilment dwar din is-sejha għall-applikazzjonijiet).

6.2 Fil-każ ta' pożizzjonijiet li huma ffinanzjati/kofinanzjati minn fondi tal-Unjoni Ewropea, l-informazzjoni personali ta' dawk l-applikanti li jiġu maħtura f'din il-pożizzjoni, jibqgħu jinżammu mis-Servizz Parlamentari għal perjodu ta' għaxar (10) snin mill-età tal-irtirar. L-applikazzjonijiet l-oħra kollha jinżammu għall-perjodu stipulat mir-regolamenti tal-programm tal-Unjoni Ewropea li għalih qiegħda toħroġ is-sejha tal-applikazzjoni.