

Updates to the Manual for Public Sector Entities:

**DELEGATION OF AUTHORITY TO EFFECT RECRUITMENT,
PROMOTIONS, AND INDUSTRIAL RELATIONS
ancillary to Directive 7.3**

Date of Update	Section	Nature of Update
27.12.2024	3.6	Following the call for applications, whether initiated internally or externally, candidates who were assessed must be appropriately informed about the publication of the results. The selection process shall remain valid for one year from the date the Selection Board approves the result unless there are compelling reasons for an extension. Interview results will be used to fill vacancies recurring in that particular position during the validity period. If a new call for applications is made for the same post and/ or position within this period, any remaining candidates from the initial list who have not been appointed will take precedence over successful candidates from the second call, as long as the validity of the first call is still in effect.
22.07.2025	Definitions and Acronyms	For the purpose of this Manual, Top Management refers to the Head of the Entity, such as the Executive Chairperson or Chief Executive Officer, along with the immediate next level within the structure. The exact composition of Top Management may naturally vary according to the size and complexity of the entity. In smaller entities, this may involve fewer roles, whereas larger entities with more intricate structures might encompass additional senior positions. It is important to emphasise that the final determination of who constitutes Top Management is governed by IRU sanctioning.
22.06.2026	5.2 (1)	1. On monthly basis, each Public Sector entity is to issue a compiled HRS1, HRS2, HRS3 form entitled Employment Movements Information Sheets to the Personnel Systems and Compliance Directorate within the People & Standards Division at employment-returns.opm@gov.mt, copying the Public Sector Office – People and Resourcing Compliance Directorate, People & Standards Division at publicsector.opm@gov.mt. The HRS1, HRS2, HRS3 form may be obtained by sending an email to employment-returns.opm@gov.mt.

30.09.2026	Appendix I – Form to be utilized when the Entity is resorting to external	Section 11 to Read https://qualifications.mfhea.gov.mt/#/dashboard Section 12 to Read https://secure-jobsplus.gov.mt/Filerepository/Jobplus/CompendiumCompetences.pdf
	3.7 Instances when the Manual is not applicable	Link to Read as follows: - https://publicservice.gov.mt/media/PSMC%20Documents/Manual_on_Resourcing_Policies_&_Procedures.pdf?v=202609301130
	4.3 Manual on Resourci ng Policies and Procedur es	Link to Read as follows: - https://publicservice.gov.mt/media/PSMC%20Documents/Manual_on_Resourcing_Policies_&_Procedures.pdf?v=202609301130

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