



**CALL FOR APPLICATIONS FOR THE POST OF OPERATIVE I
(DOMESTIC)
WITH THE ST AUGUSTINE COLLEGE**

St Augustine College would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Augustine College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

1.0 Introduction

- 1.1 The Rector of St Augustine College invites applications for the position of Operative I (Domestic).
- 1.2 The selected candidate will be based at either Marsa or Pieta campus, depending on operational requirements, from 8.45am to 5.15pm (30 minutes break).

2.0 Terms and Conditions

- 2.1 This appointment is subject to a probationary period of six (6) months, is on full-time (indefinite) basis and is subject to all applicable rules and regulations of St Augustine College.
- 2.2 The selected candidate may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

- 2.3 The salary for the post of Operative I (Domestic) is Salary Scale 20, which in 2025 is €12,793 per annum, rising by annual increments of €198 up to a maximum of €12,991.
- 2.4 An Operative I (Domestic) in Salary Scale 20 shall automatically progress to Operative II (Domestic) in Salary Scale 19, which in 2025 is €14,089 per annum, rising by annual increments of €209 up to a maximum €14,298, after six (6) months, following probation and confirmation of appointment in the grade.
- 2.5 An Operative II (Domestic) in Salary Scale 19 shall further progress to Salary Scale 18, which in 2025 is €14,310 per annum, rising by annual increments of €222 up to a maximum of €15,642, after one (1) year of satisfactory service in Salary Scale 19.
- 2.6 An Operative II (Domestic) shall furthermore progress to Salary Scale 17, which in 2025 is €15,597 per annum, rising by annual increments of €244 up to a maximum of €17,061, after a further two (2) years of satisfactory service in Salary Scale 18 and successfully undergoing a colloquium.

3.0 Duties and Responsibilities

3.1 The duties of an Operative I (Domestic) shall include:

- keeping areas falling under the care of St Augustine College in a clean and hygienic condition;
- performing all cleaning duties required within the respective areas assigned, including, classrooms, corridors, bathrooms, washing and polishing floors, windows/glass doors cleaning and dusting of furniture in offices and other areas and premises under the management of St Augustine College;
- ensuring that disposable hand and soap dispensers are adequately filled at all times;
- cleaning of the kitchen/canteen areas including washing of crockery and cutlery and ensuring that adequate kitchen/canteen supplies are provided;
- cleaning, stocking, adequately supplying designated facility areas;
- notifying management of any maintenance work that may be required;
- notifying management of any supplies required;

- preparing and serving refreshments to staff and visitors as directed by management;
- collecting, sorting and removing refuse;
- running errands as required;
- working on their own initiative with minimal supervision;
- being familiar with policies and procedures of St Augustine College;
- performing any other duties that may be assigned from time to time by Rector and/or his delegate;

4.0 Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must be:

(i) (a) citizens of Malta; **or**

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provision dealing with the free movement of workers; **or**

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals), Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

(f) in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and € above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and English languages;
- (iii) be of good moral character, appropriate to the post applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application;
- (iv) not less than eighteen (18) years of age.

4.2 Although no specialist skills, qualifications or prior experience is needed, an appreciation of the work involved is desirable. Moreover, candidates who have previous relevant work experience and/or have attended a training programme and/or have proficiency certificates compatible with the nature of the post, will be preferred.

5.0 Submission of Supporting Documentation

- 5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which should be attached to the application.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.0 Selection procedure

- 6.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.
- 6.2 The board reserves the right to shortlist from the list of eligible applicants, after taking into consideration both qualifications and experience. The shortlisted applicants will be interviewed by a selection board to assess their suitability for the post.
- 6.3 Selection will be made according to the result list which will be valid for one (1) year.

7.0 Submission of applications

- 7.1 A letter of application will be received in the first instance by the **Rector** by not later than **noon of Tuesday 2 December 2025**. Applications are to be submitted by email to hr@staugustine.edu.mt.

Fr David Cortis osa
Rector
Call: Operative I (Domestic)
St Augustine College